Planning Commission



REGULAR MEETING AGENDA

Date: 1/14/2019
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

- A. Call To Order
- B. Roll Call

C. Reports and Announcements

Under "Reports and Announcements," staff and Commission members may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

D. Public Comment

Under "Public Comment," the public may address the Commission on any subject not listed on the agenda, and items listed under Consent Calendar. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

E. Consent Calendar

- E1. Approval of minutes from the December 3, 2018, Planning Commission meeting. (Attachment)
- E2. Approval of minutes from the December 10, 2018, Planning Commission meeting. (Attachment)

F. Public Hearing

F1. Use Permit/Thomas E. Bishop/1105 Hollyburne Avenue:
Request for a use permit for the construction of a new two-story single-family residence on a substandard lot with respect to lot width and area in the R-1-U (Urban Residential) zoning district. The subject lot is less than 5,000 square feet, and therefore the applicant is requesting the floor area limit be established by the Planning Commission. The proposal also includes the removal of

three heritage size trees: two plum trees and Lombardy poplar. (Staff Report #19-001-PC)

F2. Use Permit and Architectural Control/Aparna Saha/710 Willow Road:
Request for a use permit and architectural control to convert one service bay into additional convenience store area and install a new double front door and exterior windows as part of a proposed convenience store expansion at an existing gas station in the C-4 (General Commercial)

zoning district. A new trash enclosure would also be added to screen existing uncovered dumpsters at the southeast corner of the property. The proposal also includes the removal of three heritage size trees: one shiny xylosma, one California bay, and one coast live oak. (Staff Report #19-002-PC)

F3 and G1 are associated items with a single staff report

F3. Environmental Impact Report (EIR) Scoping Session/Tarlton Properties, LLC/1350 Adams Court: Public hearing for an EIR scoping session for a request for a use permit, architectural control, heritage tree removal permits, below market rate housing agreement, and environmental review to construct a new approximately 260,400 square foot, five-story research and development (R&D) building with a portion of the parking partially below grade and a multi-story parking garage integrated into the building located at 1350 Adams Court in the LS-B (Life Science, Bonus) zoning district. The project site currently contains an existing approximately 188,000 square foot R&D and warehousing building (addressed 1305 O'Brien Drive) and the total proposed gross floor area at the project site with the proposed new building would be approximately 448,500 square feet with a total proposed floor area ratio (FAR) of 92 percent for the project site. The proposal includes a request for an increase in height and FAR under the bonus level development allowance in exchange for community amenities. (Staff Report #19-003-PC)

G. Study Session

G1. Study Session/Tarlton Properties, LLC/1350 Adams Court:

Study session for a request for a use permit, architectural control, heritage tree removal permits, below market rate housing agreement, and environmental review to construct a new approximately 260,400 square foot, five-story research and development (R&D) building with a portion of the parking partially below grade and a multi-story parking garage integrated into the building located at 1350 Adams Court in the LS-B (Life Science, Bonus) zoning district. The project site currently contains an existing approximately 188,000 square foot R&D and warehousing building (addressed 1305 O'Brien Drive) and the total proposed gross floor area at the project site with the proposed new building would be approximately 448,500 square feet with a total proposed floor area ratio (FAR) of 92 percent for the project site. The proposal includes a request for an increase in height and FAR under the bonus level development allowance in exchange for community amenities. (Staff Report #19-003-PC)

H. Informational Items

- H1. Future Planning Commission Meeting Schedule The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.
 - Regular Meeting: January 28, 2019
 - Regular Meeting: February 11, 2019
 - Regular Meeting: February 25, 2019

J. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.org and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme.

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Agendas and staff reports may also be obtained by contacting the Planning Division at 650-330-6702. (Posted: 01/09/2019)

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission's consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.

Planning Commission



REGULAR MEETING MINUTES - DRAFT

Date: 12/3/2018
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Susan Goodhue called the meeting to order at 7:01 p.m.

B. Roll Call

Present: Andrew Barnes (Vice Chair), Drew Combs, Susan Goodhue (Chair), John Onken, Henry Riggs, Katherine Strehl, and Camille Kennedy

Staff: Kaitie Meador, Senior Planner; Kyle Perata, Acting Principal Planner; Tom Smith, Senior Planner

C. Reports and Announcements

Acting Principal Planner Kyle Perata said the City Council at its December 4, 2018 meeting would consider an Environmental Impact Report (EIR) contract scope and budget authorization for the 1105 and the 1105 to 1165 O'Brien Drive project. He announced upcoming committee and task force meetings.

Commissioner Katherine Strehl asked when the 1704 El Camino Real hotel project would return for Planning Commission consideration. Acting Principal Planner Perata said staff had not yet received a response from the applicant since the last study session and no date had been identified to have the project on the Commission's agenda.

Commissioner Henry Riggs said that the City Council at its December 4 meeting would consider the scoping for an alternate grade separation study noting the Commission's position that alternate grade separation study was needed beyond the grade separation proposal that was presented six months prior to the Commission for its consideration.

D. Public Comment

 Gail Wilkerson-Dixon said she was trying to lease space in a building in a C4 zoning district for a business that was allowed under that zoning. She said her business was supported by the property manager of the building, and it was not clear to her why her proposal was not allowed to move forward by the Planning Division.

E. Consent Calendar

E1. Approval of minutes from the November 5, 2018, Planning Commission meeting. (Attachment)

ACTION: Motion and second (Riggs/Drew Combs) to approve the November 5, 2018 minutes as presented; passes 7-0.

F. Public Hearing

F1. Architectural Control/Barulch Bennaim/154 Buckthorn Way:
Request for architectural control to modify the exterior of an existing townhouse in the R-3
(Apartment) zoning district. The request includes modifications to second and third story windows, and modifications to the balcony, and front/garage doors. The proposal also includes repainting the exterior of the residence white. (Staff Report #18-096-PC)

Chair Goodhue said that typically architectural control projects like this were scheduled on the consent calendar. She said in this instance neither staff or the applicant needed to do a presentation, but she would open up the public hearing for public comment. She closed the public hearing as there were no speakers.

ACTION: Motion and second (Strehl/Camille Kennedy) to approve the item as recommended in the staff report; passes 7-0.

- 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
- 2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
 - a. The general appearance of the structure is in keeping with the character of the neighborhood.
 - b. The development will not be detrimental to the harmonious and orderly growth of the city.
 - c. The development will not impair the desirability of investment or occupation in the neighborhood.
 - d. The development provides adequate parking as required in all applicable city ordinances and has made adequate provisions for access to such parking.
 - e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
- 3. Approve the architectural control subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans provided by JF Consulting, consisting of seven plan sheets, dated received November 20, 2018, and approved by the Planning Commission on December 3, 2018 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
 - b. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, Recology, and utility companies' regulations that are directly applicable to the project.

- c. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- f. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
- F2. Architectural Control and Use Permit/G + S Architecture/409 Glenwood Avenue, 417 Glenwood Avenue, and 1357 Laurel Street:

Request for architectural control to demolish one, two-story residence and one, one-story residence addressed 409 Glenwood and 1357 Laurel Street, relocate an existing two-story residence addressed 417 Glenwood on site, and construct two new two-story multifamily buildings with an underground parking garage. One building would include three dwelling units and one would include four dwelling units. The project site currently contains three dwelling units, and the project would result in an increase of five units, for a total of eight units at the project site. As part of the project, a use permit would be requested for excavation within the required front setback for egress stairs. One heritage tree is proposed for removal as part of the project. The project site is located within the R-3 (Residential Apartment) zoning district. The proposed project includes consideration of a Mitigated Negative Declaration regarding potential environmental impacts. (Staff Report #18-097-PC)

Staff Comment: Senior Planner Kaitie Meador said a materials board would be distributed to the Commission. She said a letter from the Town of Atherton was received after the publication of the staff report commenting on hydrology, water, air quality and construction impacts. She said the project had recommended conditions of approval to require grading and drainage and additional construction documents to insure the project met those relevant requirements at the building permit stage. She said the letter also highlighted potential upgrades to the intersection of Glenwood and Laurel Avenues and traffic impacts to bicyclists and pedestrians during construction. She said a condition of approval required a construction plan to look at how people walked and bicycled around the site during construction. She said Menlo Park's Transportation Division have indicated that no construction improvement projects for that intersection were planned at this time.

Questions of Staff: Commissioner Riggs asked if staff had had time to review the letter from the Town of Atherton and if a response to the Town was needed or had been made. Senior Planner Meador said numerous conditions of approval for the project insured compliance with the items commented upon by the Town, and staff did not think additional review was required at this time.

Commissioner Riggs asked if a letter acknowledging receipt of the Town's comments had been sent. Senior Planner Meador said that they responded to the letter by email and also forwarded the letter by email to the Commission.

Applicant Presentation: Mark Sutherland, G + S Architecture, said he was the principal architect for the project. He said the project purpose was to create new modern and functional housing for multiple families on the site while preserving a heritage home and all heritage trees, except for one. He said the project would create eight living units arranged within two townhouse-style apartment buildings and the relocated historic house. He said the relocated historic house would maintain its four-bedroom layout and the seven apartments would be one- to two-bedroom apartments ranging from 800 square feet to 1,030 square feet that included one below market rate (BMR) unit. He said the two new buildings were contemporary Craftsman-style complementary to the historic home style and coloring. He said the new buildings would be clad in lap siding and board and batten siding with some stucco. He said the new buildings would be gray with white trim and the historic building would maintain its current palette of pastel yellow with white trim. He said the new buildings would have composite shingle roofs in dark gray complementary to the shingle roofing of the historic house. He said the small enclosure for the required elevator and stair from the parking level had been designed to minimize its impact and appearance and to blend in with the other landscape elements. He said the subterranean parking would require a concrete pad at grade to support the buildings and the immediate landscaping. He said that would require the use of stitch piers around the garage perimeter to allow for minimal impact to the existing heritage redwood trees and other trees on the site.

Replying to Commissioner John Onken, Mr. Sutherland confirmed the historic home would be relocated on stitch piers and then secured and braced to allow construction of a slab foundation underneath it.

Chair Goodhue opened the public hearing.

Public Comment:

• Mary Widmer, Glenwood Avenue, said the property had a street drain at the corner that was always overwhelmed and clogged. She said it was a big problem as a person could neither walk or ride a bicycle through that intersection due to the depth of the runoff. She said the plans did not indicate anything to address drainage on the site. She said the project had additional hardscape including a basement and underground parking and would make the water problem worse. She said the City needed to act to keep the situation from being made worse. She said also having underground spaces would cause problems for children who go to Encinal, Nativity, Hillview and Menlo Atherton schools, who go by that corner from 7:45 a.m. to 8:30 a.m. on foot and bicycle. She said the contractor must understand that heavy equipment was not to be operated in the right of way during school traffic times in the morning and afternoon. She said increasing the density from three residential units to eight on the site was excessive for the property. She said the project had 16 parking spaces and the traffic analysis only allowed for two additional trips at peak times.

Chair Goodhue closed the public hearing.

Commission Comment: Commissioner Onken asked about the housing density range. Senior Planner Meador said it was based on the City's Housing Element and initiatives to promote higher

density in the areas around the downtown, but the site was not within the area of the Specific Plan. She said the zoning change occurred around 2014.

Commissioner Riggs asked how the speaker would get the response needed from the City regarding the flooding in the intersection of Glenwood and Laurel Avenues. Senior Planner Meador said during the building permit stage that Engineering would require additional documents including the hydrology report and information on stormwater treatment onsite. She said with that there should not be any drainage from this site to neighboring properties or the right of way as much as the current situation indicated. Commissioner Riggs confirmed with staff that it would be appropriate for the speaker to write to Public Works Director Justin Murphy to request a solution to the recurring problem of deep pooling in the referenced intersection.

Commissioner Riggs noted the proximity of the site to Encinal Avenue and the school bicycle and pedestrian traffic. He suggested that conditions of approval to place restrictions on construction hours, so it was not impacting or interfering with the school traffic seemed appropriate.

Acting Principal Planner Perata asked if they wanted limited construction hours or limited encroachment into the right of way. He said that construction staging sometimes required an encroachment permit through Public Works particularly for projects that need construction staging. He said this project probably would be able to do its staging onsite. He said a bicyclist and pedestrian access plan would be required if there was to be any temporary blocking of those lanes. He said typically a construction phasing plan was done during the building permit phase through Public Works with coordination with Building and Planning. He said if it was not implicit in the conditions a condition could be added to require a construction phasing plan that would be reviewed by Building, Planning, Engineering and Public Works to allow for pedestrian and bicyclist access around any potential enclosures.

Chair Goodhue said the speaker had suggested limiting heavy equipment in the right of way to hours outside of school traffic hours. She confirmed that would be captured by what Acting Principal Planner Perata had just described. Mr. Perata said any equipment or closures of access in terms of sidewalks or bicycle lanes would be covered.

Commissioner Strehl asked if the historic residence would be rented or owner-occupied. Mr. Sutherland said the historic residence was occupied under a rental agreement and would be similarly in the future. Commissioner Strehl noted there was a second story with a master bath and bedroom and another two bedrooms that would need to use the master bath. Mr. Sutherland said that was the historic residence and they were not allowed to change the interior of it very much. He said there was not a lot of space on the second story with how the house was shaped. He said to add a bathroom up there that they would have to reduce the size of one of the bedrooms.

Replying to Commissioner Drew Combs, Michael Smulski, Palo Alto, said his family purchased the property in 2011. He said the property was advertised to have zoning to allow to build two more townhomes on it. He said he hired an architect in 2012 and applied for a permit with plans submitted in 2013. He said the parcel was rezoned in 2014 and his application was rejected as it would have had four units. He said after some more iterations, he had to hire a new architect. He said they went through the permit application process again.

Replying to Commissioner Combs, Senior Planner Meador said the one residence was a historic and protected structure and had to meet certain requirements of the Secretary of Interior Standards to not require additional CEQA review as part of the project.

Commissioner Onken referred to the traffic analysis and its concluding finding that the project would not make much difference to traffic loads. He said he appreciated that a significant amount of housing was proposed. He said immediately across the corner on Oak Grove Avenue and Laurel Avenue was the typical above and below ground apartment building that probably had similar density to this project. He said he thought this project achieved the density with a collection of manageably-sized buildings that he welcomed. He said this was at the expense of the property owner who was putting the parking underground and retaining the trees for a very wooded site. He moved to approve as recommended in the staff report. Chair Goodhue seconded the motion. She said the project handled the site well and would provide some housing density including a BMR unit.

Commissioner Riggs said they did not discuss the elevator and stair element as prompted by staff. He said he appreciated the logic that it would not compete as it looked like a small version of the residences. He said that it really was about coordination and compatibility rather than not competing. He said historically it was consistent that outbuildings were similar architecture. He thought this would look like a very well finished trash enclosure. He said he thought it was a missed opportunity noting gate houses that were jewels of architecture and the pleasure of the neighborhood as they were more readily visible.

Chair Goodhue asked if the architect would like to respond to Commissioner Riggs' observation about the elevator and stair element. Mr. Sutherland said the philosophy for the design of that structure was for it to not be very visible on the site. He said they were trying to give the historic house and the two residential buildings enough of their own character and separation from one another, so they did not have to connect.

Commissioner Riggs suggested the streetscape would benefit from the stair and elevator piece being made more consistent with the overall architecture and that could be reviewed by staff. He said he would like to propose more specifically as a condition that a construction access and traffic coordination plan be developed in coordination with staff.

Commissioner Onken said he would like the stair and elevator enclosure reconsidered and brought back as a conformance review item to the Commission. Chair Goodhue agreed as the maker of the second. Senior Planner Meador asked if they wanted to add the condition for a construction access and traffic coordination plan. She said condition 5.q talked some about that but it could be expanded if they liked. Commissioner Riggs said condition 5.q would suffice.

Commissioner Strehl asked if the conformance review process would slow the project down and assuming the Commission agreed with the conformance memo. Senior Planner Meador said it might have some impact, but she thought it would be minimal as it related only to the one structure and based on it not being pulled for a Planning Commission meeting. Commissioner Strehl said she hoped it would not be pulled.

ACTION: Motion and second (Onken/Goodhue) to approve the item with the following modification; passes 7-0.

- 1. Make the following findings relative to the environmental review of the proposal and adopt the Mitigated Negative Declaration:
 - a. A Mitigated Negative Declaration has been prepared and circulated for public review in accordance with current State California Environmental Quality Act Guidelines; and
 - b. The Planning Commission has considered the Mitigated Negative Declaration prepared for the proposal and any comments received during the public review period; and
 - c. Relevant mitigation measures have been incorporated into the project through the Mitigation Monitoring and Reporting Program (Attachment O), which is approved as part of this finding; and
 - d. Based on the Initial Study prepared for the Mitigated Negative Declaration, relevant mitigation measures, and any comments received on the document, there is no substantial evidence that the proposed project will have a significant effect on the environment.
- 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed excavation into the required yard will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
- 3. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
 - a. The general appearance of the structure is in keeping with the character of the neighborhood.
 - b. The development will not be detrimental to the harmonious and orderly growth of the City.
 - c. The development will not impair the desirability of investment or occupation in the neighborhood.
 - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
 - e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
- 4. Approve the Below Market Rate (BMR) Housing Term Sheet (Attachment K) in accordance with the City's Below Market Rate Housing Program, subject to final review and approval by the City Attorney as outlined in the project specific conditions 6c and 6d.
- 5. Approve the architectural control, use permit, BMR Term Sheet, and Mitigated Negative Declaration subject to the following *standard* conditions:

- a. Development of the project shall be substantially in conformance with the plans prepared by G + S Architecture consisting of 38 plan sheets, dated received November 26, 2018, and approved by the Planning Commission on December 3, 2018, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
- b. Concurrent with the submittal of a complete building permit application, the applicant shall submit a Hydrology Report in conjunction with the grading and drainage plan substantiating that on-site flows will not exceed existing conditions as a result of the proposed improvements. Additionally, the grading and drainage design shall demonstrate that on-site runoff will be contained within the property up to the 10-year storm with the use of retention structures as applicable. Otherwise, the applicant hereby agrees that under no circumstances shall runoff directly flow across a neighboring property line. The Hydrology Report shall be subject to review and approval of the Engineering Division.
- c. Concurrent with the submittal of a complete building permit application, the applicant shall submit a C.3/C.6 checklist demonstrating conformance with the County's mandate for stormwater treatment. A stormwater control plan and report, pursuant to the latest iteration of the San Mateo County C.3 Technical Guidance Manual, shall be furnished should the project exceed 10,000 square feet of replaced or created impervious area. The stormwater report must designate all existing and proposed project conditions, applicable source controls, and sizing of stormwater treatment devices (i.e. bioretention areas, flow through planters, etc.) to the satisfaction of the City's Engineering Division.
- d. Prior to final occupancy, the applicant shall complete, notarize, and submit a Stormwater Treatment Measures Operations and Maintenance (O&M) Agreement with the City. This Agreement shall outline all O&M procedures for on-site stormwater treatment facilities and is subject to City review and approval and must be recorded with the County of San Mateo. All Agreements shall run with the land in perpetuity and shall be recorded with the San Mateo County Recorder's Office.
- e. Concurrent with the submittal of a complete building permit application, the applicant shall furnish landscaping and irrigation plans in additional to any supplemental Water Efficient Landscape Ordinance (WELO) documentation as detailed on the City webpage (http://menlopark.org/361/Water-efficient-landscaping-ordinance), subject to review and approval of the Engineering Division.
- f. Prior to final occupancy, the applicant shall submit a landscape audit report to the Public Works Department for review and approval demonstrating conformance with the City's WELO mandate.
- g. The applicant shall obtain an encroachment permit from the appropriate reviewing jurisdiction prior to commencing any work within the right of way or public easement (including the proposed curb cut). An additional curb ramp connecting the crosswalk across Glenwood Avenue for ADA access must also be included in the design.
- h. Prior to final sign off of the building permits, all public right of way improvements, including frontage improvements and the dedication of public access or utility easements (if applicable), shall be completed to the satisfaction of the Engineering Division and recorded with the County of San Mateo.

- i. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. Any existing frontage that is damaged in its existing condition, or as a result of construction, must be replaced in kind per the latest City standard details. The plans shall be submitted for review and approval of the Engineering Division.
- j. Concurrent with the submittal of a complete building permit application, the Applicant shall submit all applicable engineering plans for review and approval by the Engineering Division. The plans shall include, but are not limited to:
 - i. Existing Topography (NAVD 88')
 - ii. Demolition Plan
 - iii. Site Plan
 - iv. Construction Parking Plan
 - v. Grading and Drainage Plan
 - vi. Utility Plan
 - vii. Erosion Control Plan
 - viii. Planting and Irrigation Plan (if WELO is triggered)
 - ix. Off-site Improvement Plan
 - x. Construction Details
 - xi. Stormwater Control Plan / Report (if C.3 is triggered)
 - xii. Hydrology Report
- k. Prior to building permit issuance, the applicant shall comply with all regulations set forth by West Bay Sanitary District, California Water Company, Menlo Park Fire Protection District, and any other utility agency applicable to the project.
- I. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- m. Concurrent with the submittal of a complete building permit application, the applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering, and Building Divisions. All utility equipment that is installed outside of a building and, which cannot be placed underground, shall be property screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- n. Prior to building permit issuance, during the design phase of the construction drawings, all potential utility conflicts shall be potholed with actual depths and recorded on the improvement plans, submitted for Engineering Division review and approval.

- o. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Advanced Tree Care, dated April 20, 2018. Applicant shall submit a tree preservation plan, detailing the location of and methods for all tree protection measures as part of a complete building permit application and is subject to review and approval by the City prior to building permit issuance. Any heritage tree that is removed shall be replaced pursuant to the City's Heritage Tree removal guidelines, subject to approval by the City Arborist.
- p. Prior to final occupancy, the Applicant shall retain a civil engineer to prepare "as-built" or "record" drawings of public improvements, and the drawings shall be submitted in both AutoCAD and PDF formats to the Engineering Division.
- q. Prior to building permit issuance, the Applicant shall submit plans for construction parking management, construction staging, material storage, and Traffic Control Plans to be reviewed and approved by the City.
- r. If construction is not complete by the start of the wet season (October 1st through April 30th), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation. As appropriate to the site and status of construction, winterization requirements shall include inspecting/maintaining/cleaning all soil erosion and sedimentation controls prior to, during, and immediately after each storm event; stabilizing disturbed soils through temporary or permanent seeding, mulching, matting, tarping or other physical means; rocking unpaved vehicle access to limit dispersion of mulch onto public right of way; and covering/tarping stored construction materials; fuels; and other chemicals. Plans to include proposed measures to prevent erosion and polluted runoff from all site conditions shall be submitted for review and approval of the Engineering Division prior to beginning of construction.
- 6. Approve the architectural control subject to the following *project-specific* conditions:
 - a. The applicant shall address all Mitigation Monitoring and Reporting Program (MMRP) requirements as specified in the MMRP (Attachment O). Failure to meet these requirements may result in delays to the building permit issuance, stop work orders during construction, and/or fines.
 - i. A qualified historian shall document the house for archival purposes and submit the documentation to the Planning Division for its records. Photographs should be taken of all exterior façades, interior rooms, and close-ups of any unusual or significant architectural details. In the event the historic structure is damaged during project construction or moving, the archival report would provide documentation to be used to correct any damage.
 - ii. Consult "Moving Historic Building" by John Obed. Addresses the siting, foundation construction, building reassembly, and restoration work when the move has taken place. The applicant shall submit documentation with the submittal of a complete building permit application that demonstrates that all construction forepersons and field supervisors have received proper training on procedures on moving an historic home. Additionally, the building permit plans shall itemize the ways that the project incorporates the relevant requirements.

- b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating compliance with the electric vehicle (EV) charging spaces for new construction per section Chapter 12.24 to the Municipal Code. The plans shall be submitted for review and approval of the Building and Planning Divisions.
- c. Simultaneous with the submittal of a complete building permit application, the BMR agreement shall be prepared in accordance with the approved BMR Term Sheet and the City's Blow Market Rate Housing Program, subject to final review and approval by the City Attorney. The BMR agreement shall include one one-bedroom, low-income level BMR rental unit on-site.
- d. Prior to building permit issuance, the applicant shall record the approved BMR agreement with the San Mateo County Recorder's Office.
- e. Prior to issuance of building permit, the applicant shall pay all relevant transportation impact fees (TIF), subject to review and approval of the Transportation Division. Such fees include:
 - i. The TIF is estimated to be \$7,581.78. The fee was calculated as follows: (\$2,026.34/unit x 7 multi-family units and \$3,301.30/unit x 1 single-family unit). Please note this fee is updated annually on July 1st based on the Engineering News Record Bay Area Construction Cost Index. Fees are due before a building permit is issued.
- f. Simultaneous withe submittal of a complete building permit application, the applicant shall submit revised plans of the stair and elevator building, which shall have the objective of providing enhanced elevations that are consistent with the architectural style of the proposed or existing buildings. The revised plans shall be subject to review and approval of the Planning Division. Consistent with the City's substantial conformance memo process, the Planning Division shall provide notice of its approval of the revised materials to the Planning Commission by email, and any Commissioner may request that the Planning Division's approval of the revised plans may be considered at the next Planning Commission meeting.

Chair Goodhue said she had an emergency and Vice Chair Andrew Barnes would chair the rest of the meeting.

Commissioner Combs said he would recuse from consideration of the next agenda item on advice of the City Attorney as there was a possibility that the project might be appealed to the City Council.

F3. Use Permit & Architectural Control/NMSBPCSLDHB/40 Middlefield Road:
Request for a use permit and architectural control to construct a new single-story office building, 3,681 square feet in size, on a vacant lot in the C-4 (general commercial) zoning district. In addition, the applicant is requesting a parking reduction to provide 16 spaces where 22 spaces are required. The project was previously continued following a Planning Commission public hearing on May 14, 2018. Since then, the applicant has revised the project to increase parking on the site from 12 spaces to 16 spaces by locating a parking puzzler at the rear of the proposed building with access from the adjacent service road. The gross floor area of the proposed building has also increased by 97 square feet to better integrate the parking puzzler into the building. In addition, a parking landscape island at the rear of the site has been reduced in size to accommodate

deliveries to the adjacent market. The project includes a dedication of approximately 1,700 square feet of right-of-way along Middlefield Road associated with a plan line. (Staff Report #18-098-PC)

Staff Comment: Senior Planner Tom Smith said staff received three pieces of correspondence earlier today. He said one expressed concern about the project and gateway entrance to Menlo Park, the width of the service road, water drainage from the proposed project, construction impacts, heights and impacts to views from 111 Baywood. He said another one expressed concern with how family investment would be categorized as business use in the City. He said the last one was a request to place an easement at the rear of the property to insure access for delivery trucks to the Willows Market. He said copies were distributed to the Commission.

Questions of Staff: Commissioner Onken asked if the request for an easement was an actionable item for the Commission, noting typically easements were agreements between landowners. Senior Planner Smith said placing an access easement over the property would have to be agreed upon by both the property owners. He said he was unsure if the property owners had had a chance to discuss that. He said if the Commission had concerns about the width of the access road that could be addressed through location of walls, planters, landscaping and things like that.

Applicant Presentation: Bryan Granum, Granum Partners, said immediately after the last time they were before the Planning Commission with their project that they met with Nick of the Willows Market. He said from May through August they worked with him to alleviate any of the concerns he had, which they did. He said they sent out emails and physical letters to the neighbors to make themselves available by email or phone. He said they held four different community meetings on Tuesdays and Thursdays at two different times to try to accommodate schedules.

Ken Hayes, Hayes Group Architects, said at the end of his presentation, he would introduce Elizabeth Hughes, President of TDM Specialists, an expert in sustainable transportation and parking reduction mitigation strategies. He said the project parcel was zoned C-4 and allowed for a variety of commercial uses, including retail, medical office, and professional office. He said their proposal was a professional office with low impact and might be called a family foundation, venture capital and private equity firm. He noted the Willows Market to the west was 22-feet in height in response to a comment received today about the height of their proposed 19-foot high building blocking views.

Mr. Hayes said when the project was reviewed by the Commission in May 2018 it received favorable comments for its architecture but concerned comments about the requested parking reductions and logistics for truck deliveries to the Willows Market. He said as mentioned they met with the operator of the Willows Market, did survey work with the 60-foot delivery trucks, and community outreach on four occasions to keep them informed on the project.

Mr. Hayes described the changes made since the Commission saw the project proposal last. He said previously they had 12 parking spaces all on grade. He said in the back and off the service road they created an area for a parking puzzler. He said they now had 16 parking spaces and were parked at 4.35 spaces per 1,000 square feet. He said in surveying the space needed for the delivery trucks to the Willows Market they realized they would need to redesign to keep the needed area clear. He said they had to shift the parking toward their building and reduce the parking island to create a wider area for the turn needed by the delivery trucks. He said this impacted their landscaping some, but they arrived at a reasonable plan configuration. He showed the interior of

the building, which would have about 12 work spaces. He said on one side was amenity space with a kitchen, showers, bathrooms and utility rooms.

Mr. Hayes showed the changes made to the elevations. He said after receiving the comment today from the 111 Baywood property owner that they had changed their thinking about the gates for the parking puzzler. He said originally they planned to use a woven wire mesh. He said it seemed the neighbors might prefer it obscured. He said they thought they would use a solid panel so there was no view of the cars. He said they had not changed anything with the materials and how the building looked except that the parking puzzler would have a crepe myrtle in front of it to provide some screening. He said the neighbor at 111 Baywood had expressed concern today about the service road width. He said the service road was 18-feet wide property line to property line. He said their survey indicated no encroachment of the home at 111 Baywood with its corner on the property line but a corner of the garage to the left slightly encroached into the service road. He said the curb of their planting island reduced the width. He said the curb could be made flush so if a delivery truck or fire truck needed to that they could traverse without hitting a curb. He said today the fence around the subject property limited the alley width to 16.7 feet from the building at 111 Baywood to the chain link fence. He said delivery trucks and fire trucks were able to traverse the service road at that point with no problem now and the project would give another four-foot 10-inches of width to the service road between 111 Baywood and the project parking puzzler building. He said the vehicles in the puzzler would have a minimum 23-foot backup space and in some cases a bit more. He said the alley was one-way headed toward Woodland Avenue. He said a question was raised about the impact the puzzler and landscaping might have on sight lines for vehicle drivers on the service road turning onto Woodland Avenue. He said the landscaping island was curb height at sixinches. He said coming around the corner the planters would rise to two-feet. He said there would be shrubs in the planters and those would be around two-feet in height. He said there was a crepe myrtle and a power pole. He provided a video of the parking puzzler in action and noted that the noise rating was lower than the decibel range of human conversation.

Elizabeth Hughes, TDM Specialists, said she did mitigation for parking, mitigation for traffic reduction, and commuter program management. She said they enhanced the TDM project plan after the May Commission meeting and then updated the plan after talking with the City/County Association of Governments (C/CAG) to make sure all of the peak trip hour elements they used as strategies to reduce trips would meet compliance. She said C/CAG provided them with a letter of compliance and approval on the TDM plan itself. She said they also looked at other commuter programs that were performing well. She gave staff some handouts for the Commission that were samples of how small offices not right on a Caltrain line could perform at 30 or more percent in ridership of alternative transportation. She said the project would provide transit subsidies for the site per the lease agreement. She said there would be twice the bicycle facilities for Class 1 parking added into the project and a free guaranteed ride home program. She said the core programs were basically still the same and they had enhanced some of the monitoring survey performance with an annual report to the City.

Vice Chair Barnes opened the public hearing.

Public Comment:

Joe Zott, 111 Baywood, said the building was too big for the site. He said his home was built
over 90 years ago and had an overhang of two-feet-plus encroaching into the service road. He
said the gas connection for the home was located at the same location just at the edge of the

building, theoretically sticking out into the public space, and had been there since the late 1920s. He said from the two-foot overhang and gas connection to the protected space of the project was a16-foot width and that was not recommended for fire truck access. He said the Middlefield Road side of the project was not in a flood zone and the service road side was. He questioned where grade was being measured and said it seemed that it was measured from the Middlefield Road side. He questioned how tall the building would be in reality. He said he had taken photographs and marked 14-feet on a nearby utility pole for reference near the project site that indicated views would be blocked by the project. He said with the slope of the parcel that drainage was a concern. He said with the puzzler and parking spaces that visibility would be an issue.

- Jennifer Michel, Willow Road, said her son attended Applebee preschool. She said also she was a commercial property manager and she questioned the argument that a venture capital or professional office tenant was actually a low intensity use and would require fewer parking stalls than a medical office or retail tenant. She questioned where service vehicles for HVAC preventative maintenance and exterior landscape maintenance would park. She asked where service providers for the tenants such as UPS or DoorDash would park. She said she worked with the firm TDM Specialists on a building in Palo Alto and they achieved 33% alternative transportation use but that was with heavy employer incentives for the onsite staff. She suggested lease language that would heavily encourage tenants to provide those alternative services to employees such as a GoPass for Caltrain. She said there would be onsite events and asked if they would require those attendees to use Lyft. She said the mechanical system of the puzzler seemed prone to mechanical failure and she did not see any contingencies for that. She said she had reached out to the developer about those issues, but they did not address her specific concerns. She suggested that the building should just be designed smaller and without any parking reduction needed. She requested that the Commission deny the project.
- Andrew Young, Willows resident, said the parking reduction variance was not supported by any Menlo Park resident. He said Commissioner Riggs had indicated at the May hearing that enforcement of TDM traffic counts and no parking outside the subject property lot would be required, but it was not clear how it would be enforced. He said staff recommended a requirement for the applicant to record a deed restriction memorializing the conditions of approval to insure future owners and lessees were aware of the restrictions related to use and parking on the site. He said Commissioner Combs had indicated in May that more parking would not solve the problems of the project and a speaker's honest question about whether Menlo Park needed more office. He said he supported property rights, but the application should build within regulations. He suggested that the City might look into how the citizens of Menlo Park might like to use the site and explore options.
- Melody Pagee said she had previously been a Menlo Park Planning Commissioner. She said the Willows Market was a neighborhood market accessed by people who live in the Willows and people driving down Middlefield Road on their way home. She said it was accessed through the sidewalk that crossed up Woodland Avenue and across Middlefield Road through the parking lot to the Market. She said in the new design the walk across Middlefield Road was decreasing from 10 feet to five feet, and per the plans there was a fire hydrant located in the sidewalk. She said there were people in the community who used electric wheelchairs to get to the Market. She said decreasing the sidewalk to five feet and putting a fire hydrant there decreased accessibility for those people and the many mothers or fathers pushing strollers to go to the Market. She said if the Commission was considering approving the project that they

put a restriction on the landscaping in that location or the placement of the fire hydrant or stop sign to allow for the minimum three-foot for a wheelchair per ADA requirements. She said regarding compatibility with the surrounding neighborhood that while it was compared to an adjacent commercial building it had not been compared to the surrounding residential buildings. She said that should be looked at. She said they heard the noise rating on the puzzler but that was on its lift and questioned the noise of the metal doors. She said if the project was to be approved that the puzzler be relocated further up where there were other parking spaces rather than across the service road from the residence next door. She said she agreed with the previous comments from the other residents.

• Lauri Hart, 119 Middlefield, said the Menlo Park Fire Protection District (MPFPD) website said that the minimum width for emergency vehicles was 20 feet and as indicated by the developer that was not the case currently. She said the chain link fence on the subject property was movable and had been moved a number of times during the time the property was vacant but that did not make the service road 20 feet wide. She said the service road should be 20 feet in width to comply. She said the developer had not reached out to them to clarify what their issues were and the communication between she and her husband with the developer had not been good. She said she was concerned about where the entrance to the puzzler was in relationship to her home's deck and garage.

Vice Chair Barnes closed the public hearing.

Commission Comment: Commissioner Strehl asked the applicant to indicate where the entry to the puzzler was. Mr. Hayes showed a slide of the puzzler location. He said there were five spaces to enter the puzzler from the service road. Commissioner Strehl confirmed with Mr. Hayes that people would drive down the subject property side and not through Willow Market to get to those spaces. Mr. Hayes said the entrance was a 15-foot wide driveway. He said that they thought employees would park in the puzzler and not guests. He said if for some reason the alley was blocked or if a car was coming in or out of the puzzler, they would need to queue in that area on the site. Commissioner Strehl said that they could not really see the puzzler from there. She confirmed there was enough turning radius to pull into the puzzler. She asked what could be done to prevent someone from coming off Woodland Avenue and turning left onto the alley to park in the puzzler. Mr. Hayes said internally it would have to be protocol as the service road was already marked as one-way.

Commissioner Onken said that ventilation requirements for garages might apply to the puzzler. He said if they did not use mesh doors that they might need to run a 24-hour ventilation system. Mr. Hayes said he was not sure they would have to do mechanical ventilation as the puzzler was not habitable. He said they would need to do vents in the side wall. Commissioner Onken said it would be the same vent to solid wall ratio as that for a garage. He said potentially having solid doors might cause a problem requiring the running of a fan and its associated noise generation. He asked about the emergency vehicle access review. Mr. Hayes said the MPFPD had signed off on the project. Commissioner Onken asked if they signed off understanding the width of the service road and the obstructions within it. Mr. Hayes said that was presumed. Commissioner Onken asked if the service road was a fire access road. Mr. Hayes said that it was not for their building as they had considerable frontage along Middlefield Road. Commissioner Onken noted that the service road might not even be a fire access road. Mr. Hayes said the home at 111 Baywood had frontage on Baywood and a single-family residence only required fire access frontage on one side.

Commissioner Strehl asked when the public notice for this item went out as the childcare service provider in the area was not one of the speakers this evening, although at the May meeting, they had spoken and had considerable vested interest in the project proposal. Senior Planner Smith said the notice went out the week before Thanksgiving. He said someone recently purchased the preschool property.

Commissioner Strehl asked the number of employees anticipated for this building. Mr. Hayes said he did an interior plan with six offices and four workstations. He said they could probably fit in two more work stations. He said that was 12 people. Commissioner Strehl said there were only 16 parking spaces and asked where service providers, deliverers and visitors to the building would park. Mr. Hayes said they could park in the four spaces at grade or in the long 100-foot driveway. He said UPS might pull up in front on Middlefield Road. He said maintenance for air conditioning he thought would park onsite. He said the mechanical units were right above where the kitchen was and as far away as possible from the residential neighbors. He said they would have visitors, but they would also have a robust TDM plan. He said not everyone coming to this building would be driving a car.

Commissioner Strehl said someone driving south on Middlefield Road that wanted to turn left into the Market would be challenged as there was nothing to prevent people from blocking traffic trying to enter the site. She asked if they had talked to the City about signage to not block. Senior Planner Smith said Transportation Division staff indicated concern that with two lanes of traffic coming from Palo Alto on Middlefield Road that accidents would occur if a driver could not see whether cars in both travel lanes were stopped. Commissioner Strehl said that was unfortunate. She said cars traveling from Palo Alto up Middlefield Road to Willow Road went from one lane to two lanes. She said if there was a green light at Willow Road drivers tended to speed up. She said it was a hazard noting bicyclists and pedestrians there. She said the City had to address that situation outside of this project.

Commissioner Riggs noted that people turned left on Woodland Avenue and he thought the City should revisit a way to create an opening for that traffic. He asked regarding condition 5.d.viii that the applicant would provide trees and streetlights on Middlefield Road whether that was more than boilerplate as it was under project-specific conditions. Senior Planner Smith said he discussed that with Engineering Division staff. He said they indicated that would be dealt with at the building permit stage to determine if it was possible or not to have street trees. He said there was a landscape area about four feet in depth and potentially street trees could be planted there. He said they wanted to be able to work with the location of electroliers upon a closer study of the road.

Commissioner Riggs asked if there was an interest in planting a tree in the island. Mr. Hayes said they had trees there when the planter was larger in the May proposal. He said all of their utilities come there now. He said their landscape architect also found it was not viable and potentially in the way of truck deliveries. Commissioner Riggs said if there was not a utilities conflict and the island was five feet wide that he would encourage them to plant a tree.

Commissioner Riggs said he thought the mesh doors for the puzzler structure were more interesting looking than solid panels. He said if the puzzler was facing a residential entry that they might want to create something more door-looking. He said the solid panels shown tonight would look very blank. He suggested that if the project was approved this evening that they could provide some flexibility for the applicant to have something other than the blank panels. He said regarding the puzzler that a range of 50 to 60 DB was not quiet. He said however it would be operating

during business hours and if someone came after hours that they would just use one of the at grade parking spaces onsite. He said Ms. Pagee brought up a good point about the fire hydrant in the sidewalk. He said as they wanted to encourage people to use that sidewalk that possibly the fire hydrant could be moved into the landscaping. Mr. Hayes said the landscaping would be in the public right of way as it was part of the land dedication associated with the project. Commissioner Riggs said it would work well to relocate that fire hydrant.

Commissioner Riggs said there had been much conversation about the proposed building that was burdened with being very visible to the community. He said that the proposed building design was one of the more compatible designs he could imagine for this location. He said it was under 4,000 square feet and a single-story. He moved to approve the request for the use permit and architectural control with modification to allow some flexibility for something other than the blank panels for the five puzzler doors to be reviewed and approved through staff and subject to a request that the fire hydrant be located off the sidewalk. He asked if the applicant could plant a tree in the island without being a condition. Senior Planner Smith said if it was a condition it would be required. Commissioner Riggs said he would not make it a condition.

Commissioner Onken said he would like some things added to the motion if that was acceptable to the maker of the motion. He said the planning and the TDM were predicated on a less-intense office use. He said he would like to condition that the Commission have the opportunity to review any request for a tenant improvement permit (TI) for substantial conformance with what was being proposed for the interior now. He said he thought it acceptable that the Commission condition for an accessible route throughout the entirety of the sidewalk. He said regarding traffic and the left turn onto the site that it was very dangerous as noted by Commissioner Strehl. He said he thought a bulb out at the end of Willow Road could help keep vehicles coming off Woodland Avenue to properly turn into traffic.

Replying to Commissioner Onken, Acting Principal Planner Perata said an encroachment permit was required from the Engineering Division for the plan line dedication and the new frontage improvements for the sidewalk, landscaping and fire hydrant. Commissioner Onken said through that process it would be great to get something that mitigated the traffic challenges in that area. He said he did not know how they could condition that except to encourage through the motion.

Commissioner Onken said he appreciated the changes made to accommodate the delivery trucks for the Willows Market. He encouraged the establishment of an easement. He said he would like a condition that they could see any future tenant improvements permits and that when there was an encroachment permit done with engineering that an accessible lane was maintained across the entire sidewalk. He said with those he could second the motion to approve.

Commissioner Strehl asked why the Commission could not require the provision of an easement under the project-specific conditions. Mr. Hayes said his client supported the idea, but it was a land lease, so they would have to clear that with the owner of the land and that lease would need to coterminate with the Market lease.

Commissioner Strehl said she had a problem with a tree being planted in the island. She said the turning radius for large delivery trucks at that location was pretty narrow and she thought a tree would get hit by the trucks. Commissioner Strehl asked about the wall and if it would impact delivery trucks. Mr. Hayes said it was 20 feet back and was completely out of the space needed for delivery truck clearance.

Commissioner Strehl said the proposal was a really nice building and done well. She said it was located within the context of the Willows Market, which had been there a long time, was under parked and very successful serving the community. She said she needed assurance that this project would not impact the Willows Market. She said she had been involved in TDM programs and transportation for a long time and she did not see how a firm this size or one of 20 people even could really have substantial trip reduction. She said she was concerned with overflow parking and the incompatibility of the mix of uses in the area, noting additionally the preschool. She said she would have trouble supporting the project.

Vice Chair Barnes asked what would prohibit them from moving the puzzler along the back wall closer to the trash enclosure. Mr. Hayes said that was where they had it when they first did the study. He said they needed to have an EV parking space and the requirement was the very first one had to be made available as a van unloading space, 17-feet wide with an accessible path from that space to the front door. He said the only way to get that EVC space in without losing more parking was to locate it where shown with the accessible path (ramp) going around the trash enclosure. He said the entire front of a puzzler had to be completely flat and level and the only real place for it to go was along the alley as their site sloped 20 inches from the center of the site to the service road.

Vice Chair Barnes said the circulation for this site was very problematic. He said it was one thing to avoid vehicles on the service road, but it was another thing to avoid bicycles on it as there was no safe access to get out of the neighborhood to the southeast corner of Willow and Middlefield Roads. He said he would like more signage about the potential of encountering bicyclists for vehicles pulling out of the service road and onto Woodland as it was a slight elevated grade and a blind curve.

Commissioner Riggs said the project-specific conditions under 5.a.ii through .iv specified what uses the building was limited to. He said the use permit also conditioned there was no parking in the neighborhood for this site and a use permit violation was a big deal. He asked if the plan dedication was for a right-turn lane from Middlefield Road onto Willow Road. Acting Principal Planner Perata said his understanding was most of the plan line area was already in the roadway or sidewalk used by the City for purposes of public access. He said when projects come in with a plan line, the City wanted to dedicate those to reserve the ability and in this case the roadway, which right now was within 40 Middlefield Road property and not within the City's control. He said he did not think the dedicated plan line had any improvement projects associated with it at this time.

Commissioner Riggs referred to Commissioner Onken's second and said he had no problem with relocating the fire hydrant to add and maintain ADA minimum width throughout the sidewalk. He said regarding the request for any TI permit to be reviewed by the Commission he was concerned once outlets were installed that the applicant could do any arrangement they wanted. Mr. Hayes said he was concerned about timing. Commissioner Riggs said it could be done as a conformance review and added it to the motion. Commissioner Onken seconded the motion.

Senior Planner Smith said regarding the request for an easement at the rear of the property that if that caused modifications to the wall or landscape island that would be considered a revision to the use permit and architectural control, which would require Planning Commission approval. He said the easement might not be needed to get the enforcement desired.

Commissioner Strehl confirmed with staff that Mr. Sharma's request for an easement for delivery truck access was not necessary as that access was provided with the conditions of approval

associated with the use permit and architectural control request. She said she was concerned about construction staging and vehicles. She said someone suggested the vacant Sunset parcel might be used for that. Mr. Hayes said there was some staging area onsite. He said once they hired a contractor that they would have to do a staging plan in coordination with Public Works.

Senior Planner Smith said the motion and modifications were to approve the use permit and architectural control with modifications to relocate the fire hydrant and maintain ADA width for the sidewalk, submittal of the TI permit to the Commission through an email to confirm the layout, and flexibility to allow the design team to resubmit garage doors through staff for its review and approval. .

ACTION: Motion and second (Riggs/Onken) to approve the item with the following modifications; passes 4-1-1-1 with Commissioner Strehl opposed, Commissioner Combs recused and Commissioner Goodhue absent.

- 1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.
- 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City. The requested parking ratio of 1 space per 230 square feet of gross floor area exceeds the recommended minimum parking ratio set by the City's parking reduction request policy for general office, approved by City Council in 2005, and the applicant has prepared a transportation demand management (TDM) plan to reduce trips to the site. The proposed office use should generate less traffic and parking demand than other uses allowed within the C-4 zoning district. Project-specific conditions would further limit the types of office uses permitted on the site to lower density and lower client/customer volume office uses.
- 3. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
 - a. The general appearance of the structure is in keeping with the character of the neighborhood. The building design would fit with the mix of office and commercial building styles in the vicinity along Middlefield Road and Willow Road. The size and height of the building, as well as its placement at the front of the lot, is respectful of nearby single-family residential development located across the service road.
 - b. The development will not be detrimental to the harmonious and orderly growth of the City. The applicant has prepared a TDM plan to reduce trips to the site, and the 3,584-square foot size of the building is small enough that parking and trips to the site should be less than other potential uses in the C-4 zoning district, such as service stations and retail stores.
 - c. The development will not impair the desirability of investment or occupation in the neighborhood. The project would replace a vacant gravel parcel surrounded by chain link fencing with a new office building, site improvements, and landscaping.

- d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking. The requested parking ratio of 1 space per 230 square feet of gross floor area, for a total of 16 parking spaces, is consistent with the City's parking reduction request policy for general office, approved by City Council in 2005.
- e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
- 4. Approve the architectural control and use permit subject to the following *standard* conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Hayes Group Architects, C2G/Civil Consultants Group, Inc., and Van Dorn Abed Landscape Architects, Inc., consisting of 26 plan sheets, dated November 27, 2018, as well as the Project Description Letter, dated November 26, 2018; the Parking Reduction Request Letter, dated November 26, 2018; and the transportation demand management (TDM) plan, dated April 30, 2018, and approved by the Planning Commission on December 3, 2018, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
 - b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a draft "Stormwater Treatment Measures Operations and Maintenance (O&M) Agreement" with the City subject to review and approval by the Engineering Division. With the executed agreement, the property owner is responsible for the operation and maintenance of stormwater treatment measures for the project. The agreement shall run with the land and the agreement shall be recorded with the San Mateo County Recorder's Office prior to building permit final inspection.
 - c. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to issuance of a building permit.
 - d. Simultaneous with the submittal of a complete building permit application, the Applicant shall comply with all requirements of the Building Division, Engineering Division, Transportation Division, and Utilities Division that are directly applicable to the project.
 - e. Simultaneous with the submittal of a complete building permit application, applicant shall coordinate with Menlo Park Municipal Water (MPMW) to confirm the existing water mains and service laterals meet the domestic and fire flow requirements of the project. If the existing water main and service laterals are not sufficient as determined by MPMW, applicant may, as part of the project, be required to construct and install new water mains and service laterals sufficient to meet such requirements.
 - f. Simultaneous with the submittal of a complete building permit application, applicant shall coordinate with West Bay Sanitary District to confirm the existing sanitary sewer mains and service laterals have sufficient capacity for the project. If the existing sanitary sewer mains and service laterals are not sufficient as determined by West Bay Sanitary District, applicant

- may, as part of the project, be required to construct and install new sanitary sewer mains and service laterals sufficient to meet such requirements.
- g. Simultaneous with the submittal of a complete building permit application, the Applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
- h. Simultaneous with the submittal of a complete building permit application, the Applicant shall submit plans for: 1) construction safety fences around the periphery of the construction area, 2) dust control, 3) air pollution control, 4) erosion and sedimentation control, and 5) construction vehicle parking. The plans shall be subject to review and approval by the Building, Engineering, and Planning Divisions. The fences and erosion and sedimentation control measures shall be installed according to the approved plan prior to commencing construction.
- i. Simultaneous with the submittal of a complete building permit application, the Applicant shall submit an Off-Site Improvements Plan for review and approval of the Engineering Division. The Off-Site Improvements Plan shall include all improvements within public right-of-way including but not limited to stormwater, concrete, asphalt, landscaping, striping, electrical, water and sanitary sewer.
- j. Simultaneous with the submittal of a complete building permit application, the Applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- k. Prior to building permit issuance, the Applicant shall pay all Public Works fees. Refer to City of Menlo Park Master Fee Schedule.
- I. Stormwater Pollution Prevention Program Best Management Practices (BMPs) for construction shall be implemented to protect water quality, in accordance with the approved Stormwater Pollution Prevention Plan (SWPPP). BMP plan sheets are available electronically for inserting into Project plans.
- m. Prior to commencing any work within the right-of-way or public easements, the Applicant shall obtain an encroachment permit from the appropriate reviewing jurisdiction.
- 5. Approve the architectural control and use permit subject to the following *project-specific* conditions:

- a. Planning-specific conditions:
 - i. Parking for employees, clients/customers, and all other visitors to the building must be managed on-site with the 16 parking spaces provided. No off-site parking shall be permitted on adjacent parcels or within residential neighborhoods at any time. Parking for the nine spaces within the puzzler shall be reserved for building employees only.
 - ii. No medical, dental, physical therapy, psychiatry, psychology, counseling, or other healthcare-related office uses shall be permitted occupancy within the building.
 - iii. No computer or mobile device software and/or hardware development uses shall be permitted occupancy within the building.
 - iv. Permitted uses on this site shall be limited to professional office uses with low customer/client volumes, such as accounting, architecture, engineering, investment (including private equity, venture capital, and family asset management, but excluding banks and savings and loan associations), and legal offices.
 - v. Prior to building permit issuance, the Applicant shall record a deed restriction on the property memorializing conditions 5.a.i. iv. of these use permit and architectural control actions. In the event that the property owner will not sign a deed restriction, the deed restriction shall be recorded against the leaseholder's interest and the building and improvements shall be demolished at the end of the lease term. The deed restriction shall be subject to review and approval by the Community Development Director and City Attorney.
 - vi. Simultaneous with the submittal of a complete building permit application for the initial tenant improvements, staff shall review the floor plan for consistency with the anticipated occupancy plan reviewed by the Planning Commission on December 3, 2018 and provide a copy of the proposed office floor plan to the Planning Commission for review via email through the Planning Division's Substantial Conformance Memo process. Should one or more Commissioners have questions or concerns about the proposed floor plan, the Commissioner(s) may request that the item be scheduled for a discussion at a future Planning Commission meeting.
 - vii. Simultaneous with the submittal of a complete building permit application, the Applicant shall demonstrate that the required minimum width for an accessible pathway will be provided within the public rights of way on Middlefield Road and Woodland Avenue.
 - viii. Simultaneous with the submittal of a complete building permit application, the Applicant shall provide detailed information on the design and materials of the gates for the parking puzzler. The applicant may incorporate a woven mesh material, a solid material for the parking puzzler gates, or comparable materials, subject to review and approval by the Planning Division.

b. Building-specific conditions:

i. Prior to building permit issuance, the Applicant shall submit a case closure letter from the County of San Mateo Health Department indicating that applicable corrective actions were taken to remediate potential threats to health and safety from underground storage tanks previously removed from the site. In the event that a case closure letter was not issued, the Applicant shall submit a Phase I Environmental Site Assessment (ESA) to the satisfaction of the Building Division.

c. Transportation-specific conditions:

- i. Prior to building permit issuance, the Applicant shall pay a Transportation Impact Fee (TIF) at an office rate of \$4.80 per square foot of gross floor area (GFA) for a total estimated TIF of \$17,668.80, subject to the Municipal Code Section 13.26. The fee rate is subject to change annually on July 1 and the final calculation will be based upon the rate at the time of fee payment. The TIF rate is adjusted each year based on the ENR Construction Cost Index percentage change for San Francisco.
- ii. Prior to building permit issuance, the Applicant shall coordinate with the Transportation Division to determine the final locations of the pedestrian ramp and street light pole that will be installed at the southeast corner of Middlefield Road and Woodland Avenue related to the installation of a future crosswalk on Woodland Avenue. The final locations shall be established to the satisfaction of the Transportation Division.

d. Engineering-specific conditions:

- i. Simultaneous with the submittal of a complete building permit application, the Applicant shall submit all applicable engineering plans for Engineering review and approval. The plans shall include, but are not limited to:
 - 1. Existing Topography (NAVD 88')
 - 2. Demolition Plan
 - 3. Site Plan
 - 4. Construction Parking Plan
 - 5. Grading and Drainage Plan
 - 6. Stormwater Control Plan
 - 7. Utility Plan
 - 8. Erosion Control Plan
 - 9. Planting and Irrigation Plan
 - 10. Off-site Improvement Plan
 - 11. Construction Details
 - 12. Joint Trench Plan
- ii. Simultaneous with the submittal of a complete building permit application, this project will be required to implement at least one of the Site Design Measures identified on the Stormwater Requirements Checklist since it is replacing more than 2,500 square feet of impervious area: http://www.menlopark.org/DocumentCenter/Home/View/1006

- iii. Simultaneous with the submittal of a complete building permit application, the Applicant shall submit plans for construction related parking management, construction staging, material storage and Traffic Control Plan (TCP) to be reviewed and approved by the City. The applicant shall secure adequate parking for any and all construction trades. The plan shall include construction phasing and anticipated method of traffic handling for each phase.
- iv. Prior to building permit issuance, the proposed right-of-way dedication shall be accepted by the City Council or designee. The right-of-way dedication shall match the future plan line, and shall encompass all proposed frontage improvements.
- v. Prior to issuance of each building permit, the Applicant shall pay the applicable Building Construction Street Impact Fee in effect at the time of payment to the satisfaction of the Public Works Director. The current fee is calculated by multiplying the valuation of the construction by 0.0058.
- vi. Prior to building permit issuance, the Applicant shall coordinate with the West Bay Sanitary Sewer District (650-321-0384) to meet any applicable requirements for the project.
- vii. Prior to final occupancy of the building, all public improvements shall be designed and constructed to the satisfaction of the City Engineer.
- viii. Prior to final occupancy of the building, frontage improvements are required on the site as follows, to the satisfaction of the City Engineer:
 - 1. Remove and replace all curb, gutter and sidewalk along the entire project frontage on Middlefield Road and Woodland Avenue.
 - 2. Street trees and electroliers will be required along Middlefield and Woodland.
 - 3. Utility connections to the site may have to be upgraded due to the site intensification. Coordinate with utility companies.
 - 4. The City will evaluate the condition of asphalt paving on Middlefield Road and Woodland Avenue, following construction and prior to final occupancy of buildings. If necessary, the City will require a grind and overlay of damaged pavement along the project frontage. All existing striping, markings, and legends shall be replaced in kind, or as approved by the City.
- ix. Prior to final occupancy of the building, any frontage improvements which are damaged as a result of construction will be required to be replaced.
- x. Prior to final occupancy of the building, the Applicant shall retain a civil engineer to prepare "as-built" or "record" drawings of public improvements, and the drawings shall be submitted in AutoCAD and Adobe PDF formats to the Engineering Division.

- e. Utilities-specific conditions:
 - i. Simultaneous with the submittal of a complete building permit application, Applicant shall submit utility plans for the extension of the existing water distribution main from the intersection of Woodland Avenue at Service Road and along Woodland Avenue to the proposed fire hydrant on Middlefield Road, subject to the review and approval by the Engineering Division.
 - ii. Prior to building permit issuance, Applicant shall confirm the location of the existing 8-inch AC water main along the Service Road. If the location of the water main is found to be within the limits of the property boundary, the City will require either of the following:
 - 1. Record a dedicated 10' water utility easement along the existing water main alignment within the property boundary, subject to review and approval by the City Attorney and Public Works Director.
 - 2. Submit utility plans for the relocation of the water main within the existing Service Road right-of-way, subject to review and approval by the Engineering Division.

G. Informational Items

- G1. Future Planning Commission Meeting Schedule
 - Regular Meeting: December 10, 2018

Acting Principal Planner Perata said that on the next agenda was a multi-family project with architectural control on Sharon Park Drive, the resubmittal and revision of the continuance for 1346 Hoover Street, a use permit revision for 1360 Delfino Way for some architectural changes to the exterior of a single-family residence, and Phillip Brooks School use permit request for modifications to their summer school program.

Commissioner Strehl asked how staff would respond to the comments made by the speaker who had concerns with getting her business approved. Acting Principal Planner Perata said they would take the comment card and look into the comments she raised and respond to her.

Commissioner Onken said he had been approached by the administrators of the Phillip Brooks school to visit and discuss what they were requesting. He asked if there was anything actually to look at. Acting Principal Planner Perata said broadly that if a Planning Commissioner was approached by an applicant it was up to the Commissioner to decide whether to do that. He said if the Commissioner did it was protocol to disclose that when the item was opened for consideration. He said in this instance the request was for a change to the underlying use permit to expand the services the school offers in the summer and to increase staff by 10 with 58 staff members currently.

Regular Meeting: January 14, 2019

H. Adjournment

Vice Chair Barnes adjourned the meeting at 9:47 p.m.

Staff Liaison: Acting Principal Planner Perata

Recording Secretary: Brenda Bennett

Planning Commission



REGULAR MEETING MINUTES - DRAFT

Date: 12/10/2018
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Susan Goodhue called the meeting to order at 7:03 p.m.

B. Roll Call

Present: Andrew Barnes (Vice Chair), Drew Combs, Susan Goodhue (Chair), Camille Kennedy John Onken, Henry Riggs, and Katherine Strehl

Staff: Kaitie Meador, Senior Planner; Ori Paz, Assistant Planner; Kyle Perata, Acting Principal Planner; Matt Pruter, Associate Planner

C. Reports and Announcements

Acting Principal Planner Kyle Perata said the City Council at its December 11, 2018 meeting would seat its new members and select a Mayor and Mayor Pro Tem for 2019 noting that Commissioner Drew Combs would join the City Council as a new member. He said at the dais the Commissioners had been given a Notice of Preparation and Initial Study for the 1350 Adams Court project, which notice was released today for a comment period ending January 24, 2019. He said a scoping session for this Environmental Impact Report would be on the Commission's January 14, 2019 agenda.

D. Public Comment

None

E. Consent Calendar

None

F. Public Hearing

F1. Use Permit Revision/Donna and Carter Busse/1360 Delfino Way:
Request for a use permit revision to modify the approved exterior siding on a residence, from shingles to board and batten. In May of 2016 the Planning Commission approved a use permit to remodel and add a second story to an existing nonconforming single-story, single-family residence located in the R-1-U (Single Family Urban Residential) zoning district, where the proposed work exceeded 50 percent of the existing replacement value in a 12-month period. Construction is under way on the approved project. (Staff Report #18-99-PC)

Staff Comment: Acting Principal Planner Perata said there were no updates to the written report.

Applicant Presentation: Carter Busse said he and his wife Donna were requesting a revision to their use permit to use board and batten rather than shingles on the house.

Chair Goodhue opened the public hearing and closed it as there were no speakers.

Commission Comment: Commissioner Andrew Barnes moved to approve noting it was a straightforward change request. Commissioner John Onken seconded the motion commenting that the chimney was floating a foot off grade was due to building code that building materials not touch the ground. He suggested at some point the applicant could put some material such as plantings under the chimney, so it would not seem to be floating as long as it did not conflict with building code.

Commissioner Katherine Strehl suggested that in a similar instance of a revision request in the future that the substantial conformance review process might be used rather than bringing the item to a Planning Commission hearing.

ACTION: Motion and second (Barnes/John Onken) to approve the item as recommended in the staff report; passes 7-0.

- 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
- Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of
 use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort
 and general welfare of the persons residing or working in the neighborhood of such proposed
 use, and will not be detrimental to property and improvements in the neighborhood or the
 general welfare of the City.
- 3. Approve the use permit subject to the following *standard* conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Hubbard Godfrey Architects Inc., consisting of 20 plan sheets, stamped received on November 6, 2018, and approved by the Planning Commission on December 10, 2018, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.

- d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
- F2. Use Permit and Variance/Mark Milani/1346 Hoover Street:

Request for a use permit to demolish an existing detached garage, and construct an addition to an existing nonconforming single-family residence, consisting of an attached two-car garage and a second story with a second dwelling unit. The proposal includes a variance request on the first floor to reduce the left side setback to five feet (where 10 feet is required) for the new addition of the garage. The proposed second floor addition would meet the minimum required setbacks. The subject parcel is a substandard lot with respect to lot area and width in the R-3 (Apartment) zoning district. (Staff Report #18-100-PC) *Continued by the Planning Commission from the 9/17/18 Planning Commission meeting.*

Staff Comment: Assistant Planner Ori Paz said staff had no additions to the written report.

Applicant Presentation: Ross Stilleson said he was representing the Milani family, the property owners. He said since the continuance of the project at the September 17, 2019 Planning Commission meeting, they had revised the plan based on recommendations to a 10-foot setback on the second floor. He said the lot was narrow and substandard in width and area and they had to configure parking.

Chair Goodhue opened the public hearing and closed it as there were no speakers.

Commission Comment: Commissioner Barnes said architecturally he liked the cantilever over the entry to the covered spaces below and the second floor 10-foot setback with the first-floor five-foot setback. He said the project still conformed in terms of size and scale for the area. He said he supported approving the use permit and variance request.

Commissioner Strehl moved to approve and Commissioner Barnes seconded the motion.

ACTION: Motion and second (Strehl/Barnes) to approve the item as recommended in the staff report; passes 7-0.

- Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.
- 2. Make the following findings as per Section 16.82.340 of the Zoning Ordinance pertaining to the granting of a variance to permit a five-foot left side setback for the first level garage addition:
 - a. The parcel has a few unique attributes, including the substandard width of the lot and the large heritage tree in the rear, which would constitute a hardship for the proposed side-loading garage. The applicant states that a detached garage cannot be provided in the rear due to the desire to preserve the heritage tree and adhere to the building coverage limitations for the site. Further, the applicant states that the City's back-up requirements for garage entrances and the substandard width of the lot necessitate the variance.
 - b. The requested variance for the encroachment of the garage at the first floor would allow for the provision of required parking associated with the development of a second unit. The development of two units is permitted on lots of this size and each unit is required to have two parking spaces, one of which must be covered. Due to the site constraints created by the substandard lot, the existing site development, limited available building coverage, the heritage tree, and the off street parking requirement, a variance for the reduced side yard setback is necessary to provide the required number of covered parking spaces and meet the City's back-up requirements.
 - c. The side setback encroachment at the first floor would not be detrimental to the public health, safety, and welfare, or impair an adequate supply of light and air to the adjacent properties since the proposed location would maintain five feet of separation from the property line and the variance is limited to the ground floor of the garage addition.
 - d. The requested variance for the ground floor garage setback would not be applicable, generally, to other property in the same zoning district due to the confluence of the location of the existing residence, the substandard width of the lot, minimum back-up requirement for covered parking, and the location of the existing heritage tree.
 - e. The property is not within any Specific Plan area. Hence, a finding regarding an unusual factor does not apply.
- 3. Approve the variance to permit a five foot setback for the proposed garage addition.
- 4. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
- 5. Approve the use permit subject to the following *standard* conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Collaborative Design Studio consisting of 14 plan sheets, attached to this report and

- approved by the Planning Commission on December 10, 2018, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
- b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
- c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Monarch Consulting Arborists, LLC. Revised June 6, 2018.
- 6. Approve the use permit subject to the following *project-specific* conditions:
 - a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans identifying the proposed species of the new street tree at the front of the property, subject to review and approval by the City Arborist.
- Architectural Control and Use Permit/Mark Cyril Johnson/600 Sharon Park Drive:
 Request for architectural control review of exterior modifications to an existing pool house and site amenities in the R-3-A-X (Garden Apartment, Conditional Development) zoning district. The proposed exterior modifications would include new siding, windows, doors, and modifying the exterior color scheme. Improvements to the site amenities include new landscaping, outdoor kitchens, seating areas, tot lot, and dog park area. The proposal also includes a request for a use permit for excavation within a required setback, per the existing Conditional Development Permit, for a new retaining wall. In conjunction with the proposed improvements, 13 heritage trees located throughout the site are proposed for removal. (Staff Report #18-101-PC)

Staff Comment: Senior Planner Kaitie Meador said it came to staff's attention after the publication of the staff report that the property lines in the architectural drawings were inconsistent with the survey. She said the partial site plan had been updated by the architect and that they would present the correct site plan this evening. She said they would see that the setback was smaller but the existing and proposed were what was currently on site. She said there was no change to the location of the structure in terms of setbacks and property line. She said there was a materials board for the Commission to review.

Applicant Presentation: Roger Griffin, Paragon Design Group, said he and Paul Lettieri were representing their client Mark Cyril Johnson. He said the proposal was for exterior modifications to a mid-century apartment site. He said the existing apartments were constructed on two concrete podiums with large concrete areas. He said they proposed to enhance the areas with intimate outdoor living areas with the additions of plantings, barbecues and furniture intended to support more outside activities on the site. He said the existing pool would be renovated and replaced with an addition of a spa pool. He said the pool house would be reconstructed on the existing footprint with no increase to building coverage. He said it would be equipped with a fitness center with a window wall that would open to the pool area. He said as the building faced due south they were adding a six-foot overhang. He said the ground apartments facing the pool area would have their deck railings modified for added safety and acoustical protection.

Paul Lettieri, Guzzardo Partnership, said they looked at the podiums and what could be done. He said they would make the project accessible. He said the courtyards would be renovated to include outdoor barbecues, cooking areas, and seating areas to make it a more active space. He said the pool did not have handicap access currently. He said they would use pavers on the podiums and decks and rebuild a lot of the sidewalks. He said they would have an accessible route to the dog park and would grade the play area, so it was more level. He said they would be replanting trees in excess of those removed and some mature trees would be relocated.

Commissioner Onken confirmed with Mr. Lettieri that the new pool house and exercise room would be accessible once within the safe zone of the pool and would not have any back entrances or other ways to get into it.

Chair Goodhue opened the public hearing and closed it as there were no speakers.

Commission Comment: Commissioner Henry Riggs referred to the materials samples noting it was a vinyl window and wide faced. Mr. Griffin said they planned to use a thin vinyl trim window.

Commissioner Riggs asked about the labeling of the replacement trees on the plans. Mr. Lettieri said they were labeled and they were planting about 30 trees overall.

Commissioner Riggs moved to approve the use permit and architectural control.

Commissioner Onken said the pool house was different looking than the apartment buildings. Mr. Griffin said they wanted to do something more contemporary and confirmed for Commissioner Onken that he was satisfied with the proposal.

Commissioner Onken seconded the motion to approve.

ACTION: Motion and second (Riggs/Onken) to approve the item as recommended in the staff report; passes 7-0.

- 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
- 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permit, that the proposed excavation into the required yard will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
- 3. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
 - a. The general appearance of the structure is in keeping with the character of the neighborhood.
 - b. The development will not be detrimental to the harmonious and orderly growth of the city.
 - c. The development will not impair the desirability of investment or occupation in the neighborhood.
 - d. The development provides adequate parking as required in all applicable city ordinances and has made adequate provisions for access to such parking.
 - e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
- 4. Approve the architectural control and use permit subject to the following *standard* conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Paragon Design Group INC., consisting of 15 plan sheets, dated received November 28, 2018, and approved by the Planning Commission on December 10, 2018, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact

locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.

- e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by David L. Babby and dated August 30, 2018
- F4 Use Permit Revision/Scott Erickson/2245 Avy Avenue:

Request for a use permit revision to update the use of the existing Phillips Brooks School located in the P-F (Public Facilities) zoning district. The request includes adding an annual summer enrichment program to the regular operation of the school and increasing the employee cap from 58 to 68 employees year-round. (Staff Report #18-102-PC)

Staff Comment: Associate Planner Matt Pruter said there was one change made in Attachment A to condition 4.i and that had been provided to the Commission and to the public on the table in the rear. He said it was about the right turn sign and details associated with it.

Applicant Presentation: Scott Erickson, Head of School, Phillips Brooks School (PBS), said PBS has had an excellent partnership with the City and was committed to doing anything they could to contribute in positive ways to the community. He said their summer school program was a schoolrelated activity that extended and enhanced their current program. He said they intentionally planned their summer program to cost below what was in the market and would welcome non-PBS children as a community outreach and support initiative. He said their research showed there were not enough summer programs for kindergarten to fifth grade, so they were offering an important solution. He said the summer program would comply with current use permit requirements. He said their modest staff increase would insure that programs at PBS provided the best education for every one of their students. He said their summer program was designed to have low impact to neighbors noting that play structures were available to the community during summer program hours and their program for pickups and drop-offs was shown to have had a reduction in traffic. He talked about measures they had taken to educate parents and vendors regarding traffic and parking and support for carpooling. He said they have a security officer to insure safety and good traffic flow when they expected more people than usual. He said they would submit a revised sign right-turn only during carpool hours plan for City approval within 90 days. He said he offered to meet with the four neighbors whose letters were in the agenda packet and last week two of those neighbors met with him at the school. He said email exchanges since then indicated they were supportive of PBS and its programs. He restated his commitment as a positive contributor to the community.

Chair Goodhue opened the public hearing.

Public Comment:

- Jessica Sieck said she supported the PBS summer program as it was much needed in the community. She said as a neighbor of PBS she could attest to their respectful relationship with neighbors.
- Patrick Galligan said he supported PBS' request for a use permit revision for its summer program. He said he was a neighbor, parent, and on PBS' Board of Trustees. He said as a neighbor he had never experienced traffic difficulties with PBS' operations. He said as a parent it was wonderful to have an educational summer program in the area. He said as a Trustee he was proud of the relationship PBS had with the Las Lomitas School District.
- Deborah Chait said she lived directly across from PBS 34 of the 44 years she had lived in her home. She said until last year all she knew about the school was how well the grounds were maintained and how well traffic was managed including not having visitors park in the surrounding neighborhood and blocking driveways. She said last year her granddaughter started kindergarten at PBS. She said that PBS was a school she wished all schools were like with a kind, loving environment that fostered good community values, confidence, kindness and a love of learning. She requested the Commission support the request.
- Dr. Thomas Warden said he was the neighbor most impacted by PBS. He said as he stated in his letter that the use permit revision should have a waiting period to insure the project was meeting code and City regulations. He said he had police reports, citations, videos and photographs of what was actually transpiring at the site. He said for the record that he wanted the violations noted that have and were occurring. He said the wording for the right turn sign was proposed to be modified. He said he understood that such a change could only be approved by the City Council. He said the existing sign was there as the result of two Caltrans' studies. He said he had asked for several years that the parking lot lights not be on all night. He said they were not needed at 2 a.m. as there were lights on inside the school. He said custodial work occurred during all hours and most of the time every night at least until 11 p.m. and often on the weekends. He said he had videos of workers with power tools at 8 p.m. on Sunday nights and at 6:30 a.m. on Saturdays. He said he believed PBS was often in violation as evidenced by the police reports. He said the City's code enforcement officer had written PBS repeatedly that these violations needed to stop. He said Thanksgiving morning a year prior the school had construction workers onsite with jack hammers of the sidewalk in the parking lot. He said for the record he wanted the issues he raised this evening in the record. He said from his letter they could see he had not asked that their summer program be disallowed but due to their egregious activity that there should be a probationary period for them to show that they intended to be good neighbors, which he contended they were not.

Chair Goodhue closed the public hearing.

Commission Comment: Commissioner Barnes asked about the parking lot lights. Mr. Erickson said several years prior they had installed lights, so the lights would face downwards and not horizontally. He said they believed it was important to have lights on when dark for safety and security in the neighborhood. He said he spoke with facilities staff about the issue raised. He said the lights were on a timer and should come on at 6 a.m. and go off at 10 p.m. He said when they get a neighbor's report that lights were on when they should not be that they reset

the timer and check its veracity. Commissioner Barnes asked about the ambient light. Mr. Erickson said that replacing the lights so they shone vertically and not horizontally was their solution. Commissioner Barnes asked about other neighbor complaints about ambient light. Mr. Erickson said they had not received other complaints about ambient light but did when the timer failed to control the lights properly.

Commissioner Barnes asked about the custodial work. Mr. Erickson said that they had a very good relationship with the City's Code Enforcement Officer and they were unaware of emails and letters as referenced by the one speaker. He said they were allowed in speaking with the officer to have weekend and week night work as long as the noise stayed inside. He said they had talked through in great detail the things that were and were not allowed at certain hours. He said Facilities had a one-page document listing when a power tool might be used. He said they were working to have their trash removed earlier in the evening. He said their custodial and facilities crew were very much focused on not producing any ambient noise from the housekeeping work.

Commissioner Barnes asked about the jack hammering on Thanksgiving two years prior. Mr. Erickson said that Mr. Warden had texted him that morning and he had discussed with him that work was a mistake and they owned it. He said a number of their vendors worked in different municipalities than Menlo Park where there were different rules and ordinances. He said this vendor had been scheduled to come on Friday the day after Thanksgiving, which was allowed by the City. He said the vendor chose to come on Thanksgiving day to begin work. He said that was not directed or authorized by PBS. He said when he found out about the mistake that he had the Facilities Director clarify with the vendor what was and was not allowed. He said the vendor apologized to him, which he conveyed to Mr. Warden. He said since that incident they created a document regarding City requirements and noise control that their vendors must sign as part of their engagement agreements with PBS.

Commissioner Riggs confirmed with Mr. Erickson that a canopy that was previously approved would not be modified in any way for the summer program. Commissioner Riggs asked about third party vendors and if those were teacher packages in lieu of hiring teachers. Mr. Erickson said most of the classes were taught by their faculty and they had some contractors they used for their afterschool program during the academic year. He said they would also be contracted to teach a class or two during the summer program. Commissioner Riggs confirmed with Mr. Erickson that PBS would administer the summer program. He said there was a reference to amplification associated with carpentry. Mr. Erickson said he had been in the carpentry classes and he thought that was to cover the sound made by woodworking tools, and that they wanted to limit that noise as much as possible. He said much of this occurred indoors and on occasion they would go outdoors. He said that this was part of the afterschool program and they had not received any neighbor complaints about it. Commissioner Riggs asked about removing the reference to amplified sound related to carpentry as that typically related to the use of an electronic amplifier such as a loudspeaker or for music. Mr. Erickson said that could be clarified.

Commissioner Riggs confirmed with Associate Planner Pruter that it would be compatible with the overall staff report to remove the reference to exterior amplified sound. He said it appeared that the trip cap and drop off hours did not align. Acting Principal Planner Perata said regarding the 7:45 to 8:45 a.m. hours those did not capture the staff's arrival to the site and he thought related to times most concerning neighbors and potential impacts. Commissioner Riggs

confirmed with staff that Community Development found the trip cap hours to be in the correct place.

Commissioner Riggs said he understood the challenge with lighting control. He said it sounded like light shielding could be looked into. He said he thought that a handout for custodial services and what could and could not be done was unlikely to be followed 100%. He said it might take more personal involvement from the Facilities Manager spot checking to insure compliance on weeknight and weekend hours, and he would encourage that.

Commissioner Riggs moved to approve the use permit revision adding the summer school program and increasing the employee cap contingent upon the parking lot light being reviewed and a review of community code violations. He suggested prior to the summer that they hold the violations to zero tolerance as a demonstration to the neighborhood both in terms of off hour noise and parking outside of permitted areas.

Commissioner Camille Kennedy asked if the summer school program would be fully subscribed to this summer or whether it would have room to grow. Mr. Erickson said it was hard to predict as families sometimes tended to sign up with familiar programs and theirs was new to the market. He said they had not been maxed out for their pilot program the previous summer. He said he thought it was good to start small and then grow to allow for adjusting as needed.

Commissioner Kennedy seconded Commissioner Riggs' motion to approve with additional conditions.

Commissioner Barnes said he was on the Board of GeoKids, which was a childcare development center leasing from a government agency. He noted the difficulties with that when for whatever reason parents were not compliant with their driving or meeting pickup hours. He asked Commissioner Riggs about zero tolerance of noise and parking or traffic violations as those were sometimes so far out of the control of school administrators. He said he could not support that as a condition, but he supported emphasis on the school striving to prevent any violations.

Commissioner Combs asked for the record the distinction between the summer pilot program last year that did not have to come for a use permit revision and continuation of the summer program that staff determined required a use permit. Associate Planner Pruter said the substantial conformance review memo prepared in March 2018 was for a smaller version of the summer program and focused only on the program. He said at that time the school was still subject to the trip cap requirements related to the 2013 use permit, which was their last use permit revision. He said since then their trip cap requirement of five years for trips running out of the site has been completed and they satisfied that requirement. He said additionally the school was requesting a staff increase for the year-round schedule. He said together those things required a use permit revision. Commissioner Combs confirmed with staff that the use permit revision would be in effect with no sunset termination.

Commissioner Combs said he supported asking the school to explore lighting control more to know that the school had done everything to address neighbor complaints. He asked if there was any suggested penalty if lights impacted neighbors. He said he wanted assurance that the issues raised by Dr. Warden would be addressed.

Commissioner Onken said that there was already a framework for controlling the behavior of the applicant. He said as to violations of those conditions that those were outside of the Commission's purview unless they were so egregious that revocation of the use permit was necessary. He said the request for the use permit revision increased staff during the academic year and other than the summer program did not change school operations at all, which he could support. He said he could support the idea to control the lighting better and restrict it from 10 p.m. to 6 a.m.

Commissioner Riggs said he chose zero tolerance as it was a well-known goal that to his knowledge was never met. He said it allowed the school to go to its custodial and facilities staff and tell them that zero tolerance was required. He said as stated by Commissioner Onken there were already codes and statutes that responded to misbehavior. He said if the applicant was not able to manage its lighting there might not be a penalty under code enforcement, but he had seen schools successfully address such issues, noting the German American School.

Commissioner Combs said rather than trying to condition more and without any real way of enforcing that he would like a review of the program in a year and have an additional forum for the community.

Commissioner Barnes suggested taking a vote as he would not support the motion as made now with conditions. He said if it failed that he would make a motion to approve and he would be willing to listen to a condition for a one-year check in.

Commissioner Strehl said she agreed with Commissioner Barnes and could not support the motion with additional conditions. She said she had been on the Commission five or six years and had never heard a complaint about the Phillips Brooks School. She said it had been in operation since 1978 so it was hard for her to gauge how strong the neighbor complaints were. She said she would be open to having a review check in at some point six months to a year after the summer program.

Commissioner Riggs said parking where parking was not allowed had a penalty written in the code. He said enforcement for non-compliance was that the summer program would not get approved. He said he was fine with substituting with a check in as it would defer determining compliance until after the summer program had a second year.

Chair Goodhue asked if Commissioner Riggs wanted to restate his motion. Commissioner Riggs moved to approve with the trust and understanding that PBS would apply zero tolerance policy to parent parking, to noise from custodial services and contractors, and specifically to address the lights directly through planning staff. He said conformance to that would be subject to review in one-year of the close of the summer program.

Chair Goodhue said she had a problem with how to apply zero tolerance. Commissioner Riggs said he could rephrase. Chair Goodhue said she would like to have the vote. Commissioner Kennedy said she had made a second. Chair Goodhue noted the motion was now restated. Commissioner Kennedy asked for clarification of the restated motion. Commissioner Riggs said his motion was to defer rather than making the 2019 summer program subject to its performance across the next six months and to review their conformance in approximately one year. He said he moved the zero tolerance as what was understood as the school's goal and their position with their vendors. Commissioner Kennedy asked if it was a goal by the end of

the summer or moving forward. Commissioner Riggs said moving forward. Commissioner Kennedy said that seemed nebulous and retracted her second.

Commissioner Riggs offered to restate that the approval would include the Commission's faith in looking toward the future review in one year that PBS would ask people to always obey the parking rules and vendors to always obey the noise rules. Commissioner Kennedy asked about parking rules for the summer program and if there were parking rules for the use permit.

A woman with the PBS team said there were no parking rules and there was public parking in the neighborhood around the school. She said PBS has committed to the neighbors that people for their school would not park in the public realm. She said PBS did all kinds of things to make sure that people did not do that. She said there were instances where someone such as a grandparent might drop off a child and not know that they were not to park in a public space. She said zero tolerance policy was infeasible.

Commissioner Kennedy said her children went to Oak Knoll School, which has had very onerous parking restrictions for years. She said it had gotten so bad that usually the City had a traffic officer there every morning. She thought the City had put parking restrictions in the area of PBS but that was not the case.

Commissioner Riggs said now that he knew it was PBS' commitment to the neighbors that he could not make parking issues a contingency for the summer program.

Commissioner Strehl said PBS could have a great goal and push as hard as they could but there was always the possibility that a vendor, a contractor, or a parent or grandparent would violate the rules PBS was trying to implement.

Commissioner Barnes said it appeared Commissioner Riggs needed a second to a motion as Commissioner Kennedy had withdrawn her second. He confirmed that if there was not a second to Commissioner Riggs' restated motion, the Commission could proceed to a new motion.

Acting Principal Planner Perata said an ongoing condition was condition 4.h restricting parking on parts of Avy Street and Bellair Way, which PBS handled through communication with parents.

Commissioner Riggs moved approval for the use permit revision and to require that a physical solution for the parking lot lights issue be presented through staff for review and approval, and that the reference to exterior amplified sound be removed. Chair Goodhue seconded the motion.

Replying to Commissioner Barnes, Commissioner Riggs said a proposal would be given to staff on how light would be restricted from getting off the parking lot and property. He said there were various devices available that restrict light in certain ways. Commissioner Barnes asked if there needed to be a baseline to determine whether or not it was a problem. He asked if a study was needed to see if there was a problem and then a solution. Commissioner Riggs said staff could resolve and knew how goals were met with industry standards.

Commissioner Barnes asked if staff thought this was something they could resolve. Acting Principal Planner Perata said regarding physical solutions for lighting that there was the current lighting time inside to restrict from 10 p.m. to 6 a.m. and to reduce the parking lot glare. He said he thought it was glare offsite. He said there were building requirements for lighting for egress that staff would need to look at as part of this. He said ultimately there might be other ways to do that than altering the light design.

Commissioner Riggs said he was seeking to address the ambient parking lot light affecting Dr. Warden.

Commissioner Barnes asked whether it made more sense to ask staff to look at solutions from the applicant to prevent glare offsite from the parking lot lights and the monitoring of that. Acting Principal Planner Perata agreed. Commissioner Barnes confirmed that was acceptable to Commissioner Riggs.

Commissioner Combs said there was no empirical proof that the parking lot lights had a glare problem. He said they only had Dr. Warden's complaints about the lights. He thought a better solution would be for the school to work with Dr. Warden on a solution that worked for them. He said he would support the motion on the table.

Acting Principal Planner Perata asked to confirm that staff would request the applicant submit a lighting plan and identify whether there was ambient light or glare leaving the site. He said regarding amplified sound that there were some lines in the staff report that discussed amplified sound from the carpentry class, which was a mischaracterization by staff. He said there was also a discussion of potentially using a portable speaker outside and that was discussed in the staff report. He said the condition might be better modified to say that any outdoor sound would need to comply with the noise ordinance standards for the City. Commissioner Riggs said the noise ordinance allowed from 50 to 60 db which was 10 times the volume of human speech, so he did not like that solution. He said he understood the possibility of a tool being used outside the classroom during the day. He said his concern was with the possibility of use of amplified mic and speaker outside.

ACTION: Motion and second (Riggs/Goodhue) to approve the item with the following modifications; passes 6-1 with Commissioner Onken opposed.

- 1. Make a finding that the project is categorically exempt under Class 14 (Section 15314, "Minor Additions to Schools") of the current CEQA Guidelines.
- 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
- 3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Phillips Brooks School, consisting of two plan sheets, dated received November 13, 2018, and the project description letter dated November 30, 2018, and

approved by the Planning Commission on December 10, 2018, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.

- 4. Approve the use permit subject to the following *ongoing, project-specific* conditions:
 - a. The applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - b. The applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the new construction.
 - c. Subleasing of the site, or allowing use of the site for non-school related activities, by Phillips Brooks School shall require approval of a use permit revision by the Planning Commission.
 - d. The maximum allowable student population on the site shall be 320 students. This increase shall be valid until either the earlier of the school leaving the site or the expiration of the school's lease on July 31, 2032.
 - e. The maximum allowable number of staff on the site shall be 68 staff. This increase shall be valid until either the earlier of the school leaving the site or the expiration of the school's lease on July 31, 2032.
 - f. All student instruction and regular school activities shall continue to be limited to the hours of 8:00 a.m. to 3:30 p.m. The school's hours of operation shall be extended with the goal of ending at 10:00 p.m., except for the monthly board meetings, which would be allowed to occur until 11:00 p.m., for the following ancillary School activities:
 - Daily student drop off from 7:30 to 8:00 a.m.;
 - Daily after school care;
 - After school sports practices (three times per week);
 - "Back-to-School" night (once per year);
 - Middle School Admissions Night (once per year);
 - Board Meetings (once per month);
 - Board Committee Meetings (two to three times per month);
 - Parent Coffees (six times per year);
 - Parent's Association Meeting (two to three times per year);
 - Student Presentations (once per year for each class);
 - New Family Picnic (once per year);
 - Book Fair (once per year); and
 - Neighborhood meetings on school operations.

g. The applicant shall not allow more than 140 outbound vehicle trips to be generated by the school during the morning traffic peak hour period (7:45 a.m. – 8:45 a.m.). Annual traffic counts were performed that documented compliance through the five year period set by the 2013 Use Permit approval and therefore, are no longer required as that condition has been met. Monitoring may be resumed at any time if the City receives complaints regarding the traffic volume on Avy Avenue related to Phillips Brooks School during the morning peak hour. After a complaint has been received, the City will evaluate whether a potential violation has occurred, and the Community Development Director shall have the discretion to resume the monitoring. If monitoring is deemed warranted, the City will notify the applicant of the determination at least one week before initiating the monitoring program. The applicant will be responsible for reimbursing the City for the cost of the traffic count, \$975.00 (adjusted annually starting in 2014 per the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area). In this instance, at least one year of monitoring will be completed.

If the supplemental traffic count shows that actual outbound trips exceed the trip limitation, the applicant shall pay a penalty of an annual \$500 per excess AM peak hour outbound trip (adjusted annually starting in 2014 per the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area). Revenues from the payment of penalties shall be due to the City within 30 days of City's issuance of the invoice and the City shall use the money for programs designed to reduce trips or traffic congestion within the City of Menlo Park. Annual monetary penalties shall apply for each subsequent year the trip limit is exceeded; the penalty amount shall increase by \$500 per trip for each subsequent year that a violation occurs.

- h. The applicant shall continue to communicate in writing to all parents of students enrolled in the school that no parking is allowed on the north side of Avy Avenue and the first block of Bellair Way. Documentation of the communication shall be submitted to the Planning Division on an annual basis, and the effectiveness of the street parking restriction shall be analyzed by the Transportation Division.
- i. The existing "right turn only" sign located at the exit of the school's parking lot. The applicant shall submit a revised "right turn only" during carpool hours sign, subject to Planning Division and Transportation Division review and approval. The sign may also contain a statement containing the specific carpool hours. The sign shall be reviewed, approved, and installed within 90 days, and shall be maintained until the City Council directs otherwise. The right-turn only sign may be modified to display actual carpool times.
- j. The applicant shall submit a copy of the student enrollment roster and the staff roster to the Planning Division for purposes of verifying the student enrollment and staff numbers. The rosters shall be submitted annually three months from the first day of the school year. The Planning Division shall return the rosters to the school within one week of receipt. The City shall not make copies of the rosters or disseminate any information from the rosters to the public to the extent allowed by law.
- k. The applicant shall maintain the committee of school representatives and neighbors to identify issues related to the school's operation and develop resolutions to those issues. The committee shall meet a minimum of once every three months starting from October 2, 2001. The results of the committee's work shall be reported annually by the applicant in writing to the Planning Division.

- I. The applicant shall comply with all aspects of the traffic safety control program approved by the City Council on February 12, 2002. Compliance with these items shall be to the satisfaction of the Transportation Division:
 - Maintain the landscaping in front of the site in order to provide adequate visibility for vehicles exiting the driveway, yet also maintain the screening of the school facilities.
 - Encourage the Las Lomitas Elementary School District to monitor the intersection of Avy Avenue and Altschul Avenue during the times when the District's students use the intersection.
 - Maintain the curb red for a distance of 20 feet on the south side of Avy Avenue to the
 east of the driveway exit to allow improved visibility and to allow improved turning
 movements from the driveway exit onto Avy Avenue.
 - Maintain the curb red for a distance of 165 feet on the south side of Avy Avenue to the
 west of the driveway exit to allow improved visibility and to allow improved turning
 movements from the driveway exit onto Avy Avenue.
 - Maintain "school zone" signage on the eastbound and westbound approaches of Avy Avenue near the site.
 - The Police Department shall augment its enforcement efforts to enforce the parking prohibitions at the red curb locations on Avy Avenue, as budget resources allow.
 - The Police Department shall augment its enforcement efforts near La Entrada School and the intersection of Avy Avenue and Altschul Avenue during the morning drop-off and afternoon pick-up periods, as budget resources allow.
- m. The Community Development Director shall review any complaints received by the City regarding the expanded student enrollments and staff numbers at Phillips Brooks School. The Community Development Director and his/her designee shall work with the School and the neighbors to try to resolve such complaints, when possible. The Community Development Director shall have the discretion to bring complaints to the Planning Commission for review.
- n. The applicant shall maintain the site in compliance with the following approved plans:
 - The approved plans prepared by BFGC Architecture, consisting of seven plan sheets, dated received September 15, 2009, and approved by the Planning Commission on September 21, 2009, except as modified by the conditions.
 - The approved plans prepared by Berger Detmer Ennis, consisting of 28 plan sheets, dated received January 5, 2006 and approved by the Planning Commission on January 9, 2006, and subsequent revisions dated May 1, 2007 consisting of 18 plan sheets except as modified by the conditions.

- o. The landscaping and irrigation plan shall comply with the Water Efficient Landscape Ordinance. The applicant shall maintain landscaping and irrigation along Avy Avenue and within the campus per the approved plans. Plantings should include native species, a variety of trees, plants, shrubs, and groundcover.
- p. The applicant shall require that drop-off and pick-up of passengers occur only in designated loading and unloading zones, as specified on plans dated received January 5, 2006. Compliance with this item shall be to the satisfaction of the Transportation Division. The applicant shall also require that no drop-off or pick-up of passengers occur on Zachary Court.
- q. The sports court canopy can be used for play during recesses, physical education classes, after school sports practices, and school assemblies. Modifications to the appearance or use of the structure may warrant a use permit revision and architectural control review by the Planning Commission as determined by the Planning Division.
- r. Should the informal arrangement between Phillips Brooks School and St. Denis Church (2250 Avy Avenue) for the use of St. Denis Church's parking lot be cancelled, the applicant shall submit a plan to provide for overflow parking, for review and approval by the Planning and Transportation Divisions.
- s. The summer program shall be subject to the following requirements:
 - The maximum allowable student population on the site during the summer program shall be 120 students, aged 5 to 11 years.
 - The maximum allowable number of staff on the site shall be 50 staff, of which no more than 25 staff shall be administrators working in the office buildings and no more than 25 staff shall be working for the summer program, as school staff or as third-party vendors.
 - All summer program classes shall be limited to the hours between 10:00 a.m. and 3:00 p.m., with morning care provided between 8:00 a.m. and 10:00 a.m. and aftercare from 3:00 p.m. to 5:00 p.m.
 - The summer program shall run for an eight-week period, generally between June and August.
 - The summer program shall use no amplified sound outdoors.
- t. Within 90 days, the applicant shall submit a lighting plan or survey that documents the existing conditions for the exterior lighting at the project site and includes any corrective measures to reduce light spillover and glare offsite to neighboring properties. The lighting plan shall be subject to Planning Division review and approval and any improvements from the plan shall be implemented prior to commencement of the 2019 summer enrichment program.

G. Informational Items

G1. Future Planning Commission Meeting Schedule

Regular Meeting: January 14, 2019

Acting Principal Planner Perata said the 1350 Adams Court EIR scoping and comment would be on the January 14 agenda. Chair Goodhue said she would need to be recused for that item.

Commissioner Strehl asked about the Willow Road boardinghouse project. Acting Principal Planner Perata said it was not scheduled for either January meeting.

Commissioner Strehl said a number of neighbors in the Willows did not receive notices about the 40 Middlefield Road project, which might have had to do with the 300-feet radius requirement. She said that the timing right before Thanksgiving to notice and to consider such a project over the holidays was not preferable.

Regular Meeting: January 28, 2019

Regular Meeting: February 11, 2019

H. Adjournment

Chair Goodhue adjourned the meeting at 9:03 p.m.

Staff Liaison: Kyle Perata, Acting Principal Planner

Recording Secretary: Brenda Bennett

Community Development



STAFF REPORT

Planning Commission

Meeting Date: 1/14/2019 Staff Report Number: 19-001-PC

Public Hearing: Use Permit/Thomas E. Bishop/1105 Hollyburne

Avenue

Recommendation

Staff recommends that the Planning Commission approve a use permit to construct a new two-story, single family residence with attached garage on a substandard lot with respect to lot width and area in the R-1-U (Residential Single Family, Urban) zoning district, at 1105 Hollyburne Avenue. The subject site is less than 5,000 square feet in lot area, and therefore the applicant is requesting the floor area limit (FAL) be established by the Planning Commission through the use permit. The proposal also includes the removal of three heritage trees: two plum trees and Lombardy poplar. The recommended actions are included as Attachment A.

Policy Issues

Each use permit request is considered individually. The Planning Commission should consider whether the required use permit findings can be made for the proposal.

Background

Site location

The subject property is located at 1105 Hollyburne Avenue, north of US 101, in the Belle Haven neighborhood. Using Hollyburne Avenue in the north-south orientation, the subject property is located on the western side of Hollyburne Avenue, situated between Newbridge Street to the north and Pierce Road to the south. The subject site is currently vacant. A location map is included as Attachment B.

The surrounding area generally contains a mixture of older single and two-story, single-family residences, with attached front-loading garages. The single-family residences mainly reflect a ranch or traditional architectural style, and the neighborhood features predominantly single-family residences in the R-1-U (Residential Single Family, Urban) zoning district, apart from multi-family residences in the R-3 (Apartment) zoning district along Pierce Road. The immediately adjacent property to the south of 1105 Hollyburne is occupied by a two-story, multi-family residential building, located in the R-3 zoning district. To the north, the adjacent parcel is occupied by a single-story residence, and across the street is another vacant lot in the R-1-U zoning district.

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Analysis

Project description

The applicant is proposing to construct a new two-story, single-family residence with an attached two-car garage. The proposed project would adhere to all Zoning Ordinance regulations for setbacks, lot coverage, height, daylight plane, and parking. Of particular note with regard to Zoning Ordinance requirements:

- The parcel is substandard with regard to lot width, at approximately 26.2 feet where 65 feet is required.
- The parcel is also substandard with regard to lot area at 4,107 square feet where 7,000 square feet is required and the applicant is requesting Planning Commission review of a floor area limit determination as part of the use permit since the lot area is below 5,000 square feet. The proposed ratio of the floor area to lot size is 57.9 percent.
- The second story windows would have sill heights at five feet, three inches for privacy on the left side (south façade) but would contain floor to ceiling windows on the right side (north façade), which is further setback from the side property line.
- The overall structure would comply with the setbacks and daylight plane requirements.

The subject parcel is 4,107 square feet in size. In the R-1-U zoning district, the FAL for lots with less than 5,000 square feet of area shall be determined through the use permit process. Within this zoning district, the maximum FAL is 2,800 square feet for lots between 5,000 and 7,000 square feet of lot area. For such lots, the maximum FAL represents between 56 and 40 percent of the lot area, respectively. For the subject parcel, the proposed FAL of 2,378 square feet represents 57.9 percent of the lot area, more than what is allowed for lots that between 5,000 and 7,000 square feet in lot size. Staff generally uses the FAL ratios for lots between 5,000 and 7,000 square feet in size as a guideline for the FAL determination for lots less than 5,000 square feet. Given the subject property is small and irregularly shaped and considering the required setbacks, a lower FAL would likely result in smaller sized living spaces and potentially constrain the functionality of the proposed floor plan. The proposed floor area limit would include the 400 square foot two car garage.

Lots with less than 5,000 square feet of area are considered substandard lots regardless of whether the proposed project is a single or two-story development. Currently, the lot is vacant and the proposal would add a housing unit to the vacant lot as well as the neighborhood. Since the lot is currently vacant, the project would require the payment of the City's transportation impact fee (TIF) for the increase of one single family dwelling unit. Accordingly, staff has added condition of approval 4a requiring the payment of the TIF prior to building permit issuance. The house is proposed to be 23 feet, three inches in height, well below the maximum permissible height of 28 feet, and the proposed structure would comply with the setback and daylight plane requirements. The proposed floor area would be 2,378 square feet. The project's proposed building coverage would be 34.9 percent of the lot (1,433.5 square feet). A data table summarizing parcel and project attributes is included as Attachment C.

The proposed residence would have three-bedroom and three bath rooms, in a unique layout with the bedrooms on the first floor and shared spaces, including the kitchen, dining room, and living room, on the second level. The applicant explains that this type of design is beneficial for developments on small urban

infill lots, as it would help to maximize sun exposure to the shared spaces, reducing the project's dependence on artificial lighting. Spaces where less lighting is desired, such as bedrooms, have been located on the first floor and privacy would be ensured through six foot high window sill heights and shrubs along the periphery of the property. The applicant also mentions that shared spaces on the second level would allow more visibility to the street.

The off street parking requirement would be met through a front-loading two-car garage. The main entrance would be located along the left side of the residence, behind one of the ground floor bedrooms. Access to the front door would be provided through a pathway from the driveway. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

Design and materials

The applicant states that the proposed residence would feature a modern design. The exterior materials would be primarily smooth stucco with certain areas containing cedar siding for material variation, and aluminum clad wood windows. The front door is proposed to be custom glass and aluminum. The gutters and downspouts would be painted metal. There would also be metal accent panels on select portions of the facades to enhance material variation. The attached two-car garage would match the materials of the windows and doors through the use of an aluminum door.

The southern façade would be located at the minimum required setback of five feet. Accordingly, to limit potential privacy impacts, the applicant has designed the proposed windows along the southern facade to contain six foot tall sill heights on the lower level and five foot, three inch sill heights on the upper level. The windows would generally extend along the façade without any breaks. Along the northern façade, the windows on the second level would extend from floor to ceiling. The rear corner of the building would be set back six feet, five and one-half inches from the right side property line, but the majority of the second level would include an increased setback from the minimum required setback. In addition, new screening plantings are proposed along the perimeter of the site, which are noted later and could limit potential privacy impacts to the neighboring properties. The increased setback for the right-side (north) elevation should limit potential privacy impacts from the window design on the second level. However, the Planning Commission may wish to discuss the appropriateness of the floor to ceiling windows on the north façade in the context of the overall proposed development and lot size.

Staff believes that the architectural style of the proposed residence would be generally attractive and well-proportioned. The second level would have greater sill heights on the left façade which would help limit privacy impacts to the neighbors and the right side would have an increased setback greater than the minimum required to limit potential impacts from the second level floor to ceiling windows. The modern architectural design is not currently found within the neighborhood but would be comprehensively executed, providing a potential benefit to the neighborhood.

Trees and landscaping

The applicant has submitted an arborist report (Attachment F) detailing the species, size, and conditions of the heritage trees on site. The report discusses the impacts of the proposed construction and provides recommendations for the requested tree removals, based on their health and location to the proposed

construction. As part of the project review process, the arborist report was reviewed by the City Arborist. All recommendations identified in the arborist report shall be implemented and will be ensured as part of condition 3g.

There are three trees located on the property that are heritage size trees: two wild plum trees located along the left side (southern) property line and a Lombardy poplar located at the front right corner of the parcel. All are proposed to be removed for the proposed residence. The health of the trees is poor, generally due to lack of maintenance. The City's consulting arborist reviewed the requested heritage tree removals and has tentatively recommended approval of the requested heritage tree removal permits. The proposed landscaping of the property includes screening shrubs on both sides and rear, and planting of Columbia plane and Catalina trees at the front and rear of the property.

Correspondence

The applicant states that they contacted property owners of all properties who will be directly impacted by the proposed scope of the work, and offered to address any concerns or questions that impacted property owners might have due to the unique reversed design. The applicant states they have not received any feedback from neighbors. Staff has not directly received any correspondence on this proposal.

Conclusion

Staff believes that the scale and materials of the proposed residence will be compatible with the surrounding neighborhood. Further, the modern architectural style of the proposed residence would be generally attractive, well-proportioned, and comprehensively executed. The proposed project would redevelop a currently vacant lot. The requested floor area limit of 2,378 square feet would be less than the floor area limit permitted on a 5,000 square foot lot, which is 2,800 square feet. While the ratio of the proposed FAL to the lot size is greater than the typical ratio the Planning Division uses as a guideline, the size and scale of the proposed residence appear to be reasonable in relation to the lot and the overall neighborhood. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

The project sponsor is required to pay Planning, Building and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project.

Environmental Review

The project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property.

Staff Report #: 19-001-PC Page 5

Appeal Period

The Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

Attachments

- A. Recommended Actions
- B. Location Map
- C. Data Table
- D. Project Plans
- E. Project Description Letter
- F. Arborist Report

Disclaimer

Attached are reduced versions of maps and diagrams submitted by the applicants. The accuracy of the information in these drawings is the responsibility of the applicants, and verification of the accuracy by City Staff is not always possible. The original full-scale maps, drawings and exhibits are available for public viewing at the Community Development Department.

Exhibits to Be Provided at Meeting

None

Report prepared by: Fahteen Khan, Contract Assistant Planner

Report reviewed by: Kyle Perata, Acting Principal Planner

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1105 Hollyburne Avenue – Attachment A: Recommended Actions

LOCATION: 1105
Hollyburne Avenue

PROJECT NUMBER: APPLICANT: Thomas E. Bishop

OWNER: Thomas E. Bishop

PROPOSAL: Request for a use permit for the construction of a new two-story single-family residence on a substandard lot with respect to lot width and area in the R-1-U (Urban Residential) zoning district. The subject lot is less than 5,000 square feet, and therefore the applicant is requesting the floor area limit be established by the Planning Commission. The proposal also includes the removal of three heritage size trees: two plum trees and Lombardy poplar.

DECISION ENTITY: PlanningDATE: January 14, 2019ACTION: TBD

Commission

VOTE: TBD (Barnes, Goodhue, Kennedy, Onken, Riggs, Strehl)

ACTION:

- 1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.
- 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
- 3. Approve the use permit subject to the following *standard* conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Chris Pardo Design Elemental Architecture, consisting of 12 plan sheets, dated received January 03 2019, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
 - e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
 - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
 - g. Heritage and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report by Walter Levison Consulting Arborist (WLCA) dated September 25, 2018.
- 4. Approve the use permit subject to the following *project specific* conditions:

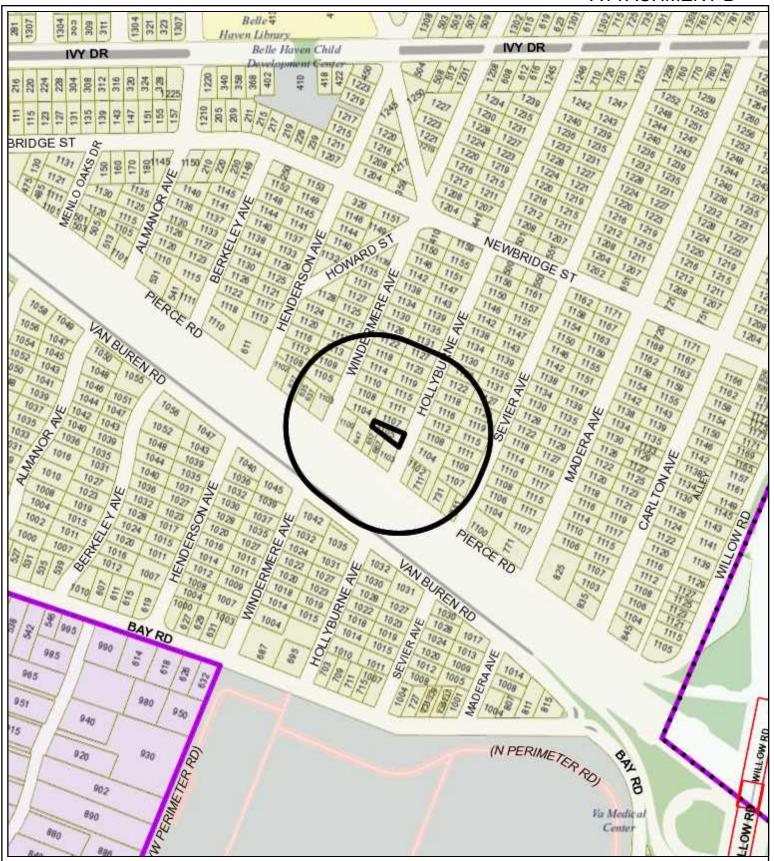
PAGE: 1 of 2

1105 Hollyburne Avenue – Attachment A: Recommended Actions

LOCATION: 1105 Hollyburne Avenue		CT NUMBER: 8-00053	APPLICANT: The Bishop	omas E.	OWNER: Thomas E. Bishop
PROPOSAL: Request for substandard lot with respe subject lot is less than 5,00 established by the Plannin trees: two plum trees and I	ct to lot w 00 square g Commi	vidth and area in the e feet, and therefor ssion. The proposa	e R-1-U (Urban Re e the applicant is re	esidential equesting) zoning district. The g the floor area limit be
DECISION ENTITY: Plann Commission	ing	DATE: January 1	4, 2019	ACTION	I: TBD
VOTE: TBD (Barnes, Good	dhue, Ker	nnedy, Onken, Rig	gs, Strehl)		
ACTION:					
by the City Co	uncil, for	the net increase of		dwelling	ration impact fee (TIF), set unit on the subject site. ently \$3,301.30.

PAGE: 2 of 2

ATTACHMENT B





City of Menlo Park
Location Map
1105 Hollyburne Avenue



Scale: 1:4,000 Drawn By: FNK Checked By: KTP Date: 1/14/2019 Sheet: 1

		POSED DJECT		EXISTING DEVELOPMENT	- *	ZON ORDIN	IING IANCE	
Lot area	4,107	sf		4,107 sf		7,000.0	sf min.	
Lot width	26.20	ft.		26.20 ft.		65.0	ft. min.	
Lot depth	116.83	ft.		116.83 ft.		100.0	ft. min.	
Setbacks								
Front	20.0	ft.				20.0	ft. min.	
Rear	20.0	ft.				20.0	ft. min.	
Side (left)	5.0	ft.				5.0	ft. min.	
Side (right)	5.0	ft.				5.0	ft. min.	
Building coverage	1,433.5	sf				1,437.1	sf max.	
	34.9	%				35.0	% max.	
FAL (Floor Area Limit)	2,378	sf				Set by Use Permit	sf max.	
Square footage by floor	1,017.5 944.5 441	sf/1 st floor sf/2 nd floor sf/garage				T GITTIL		
Square footage of buildings	2,403	sf						
Building height	23.3	ft.				28	ft. max.	
Parking		overed				1 covered./	1 uncovered	
S	Note: Areas shown highlighted indicate a nonconforming or substandard situation.							
Trees	Heritage trees:		3	Non-Heritage trees:	0	New Trees:	3	
	Heritage trees proposed for removal: 3			Non-Heritage trees proposed for removal:	0	Total Number Trees:	er of 3	

^{*}Currently the subject property is a vacant lot.

Menlo Park



ARCHITECT

CHRIS PARDO DESIGN: ELEMENTAL ARCHITECTURE 161 S CIVIC DRIVE PALM SPRINGS, CA SUITE #8 PHONE: 206.329.1654 CONTACT: STEVE TURLEY EMAIL: turley@elementalarchitecture.com

PROJECT DATA

ZONE: R1-U LOT AREA: 4.107 SF

AREA SUMMARY:

HOUSE FOOTPRINT = 1,433.5 SF

BUILDING SUMMARY PROPOSED: 2 STORY

LEVEL 1 = 992.5SF GARAGE = 441 SF LEVEL 2 = 944.5 SF

TOTAL SF = 2,378 SF

MAX. BUILDING 35% COVERAGE

LAND COVERED BY STRUCTURES 35% PAVED SURFACES 17% LANDSCAPING

SETBACKS: REQ'D FRONT 20' REAR 20' SIDES

HEIGHT: Max 28' ALLOWED (2 STORIES)

CONSTRUCTION TYPE: V-B, SPRINKLERED

MENLO PARK RESIDENCE

1105 HOLLYBURNE MENLO PARK, CA 94025

APN NUMBER: 062-073-300

PROJECT DESCRIPTION: THIS PROJECT CONSIST OF A NEW MODERN TWO-STORY SINGLE FAMILY HOME TO BE BUILT ON AN VACANT LOT.

SHEET INDEX

COVER SHEET SURVEY

A1.0 AREA PLAN

A1.1 PROPOSED SITE PLAN

A1.2 PRELIMINARY LANDSCAPE PLAN

A2.0 FLOOR PLANS

A2.1 ROOF PLAN

A2.2 FLOOR PLAN CALCULATIONS

A3.0 EXTERIOR ELEVATIONS

A4.0 SECTIONS

A5.0 DAYLIGHT DIAGRAMS

A5.1 DAYLIGHT 3D MODEL SCREENSHOTS

CONTRACTOR SHALL CONTACT THE FOLLOWING ENTITIES PRIOR TO ANY PERMIT.

A. MENLO PARK MUNICIPAL WATER. (650)330-6750

WEST BAY SANITARY SEWER DISTRICT, (650)321-0384

MENLO PARK FIRE PROTECTION DISTRICT (650)688-8400

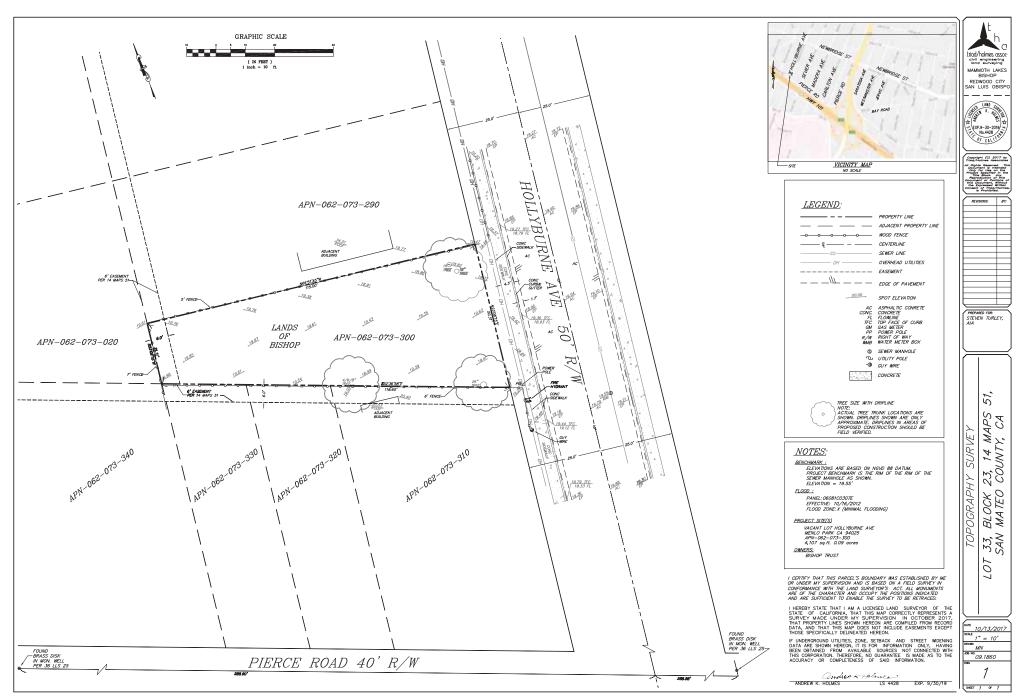
CHRIS PARGO DESIGN

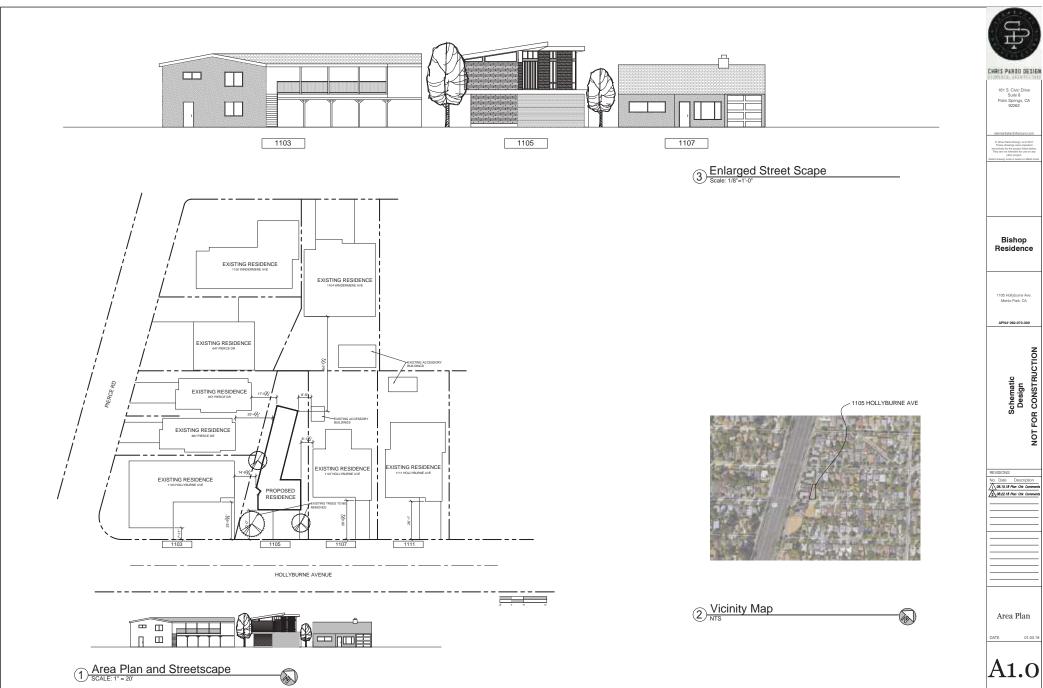
Bishop Residence

NOT FOR CONSTRUCTION

06.15.18 Plan Chi Comme

Cover Sheet





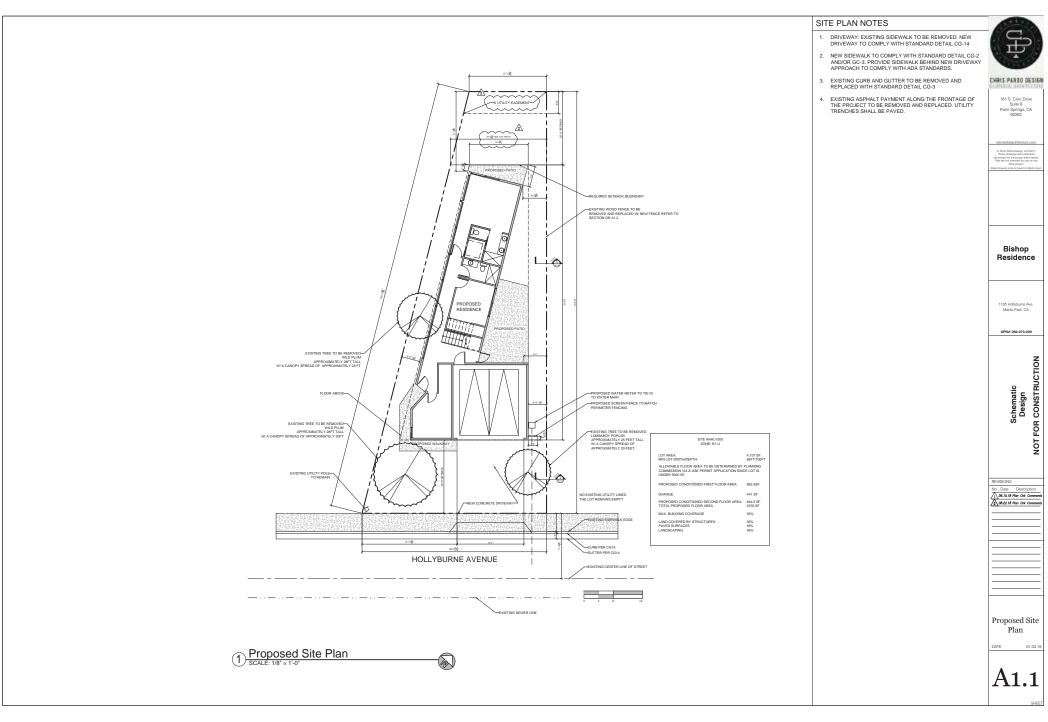
Residence

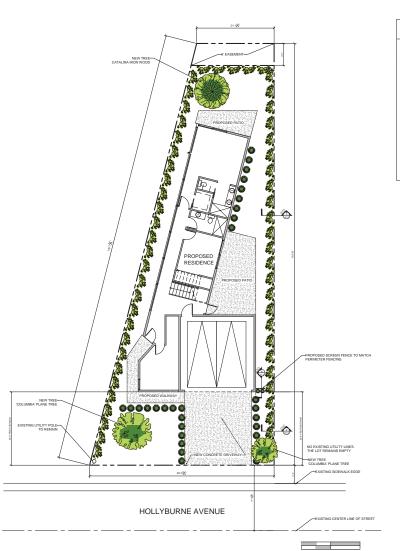
Schematic Design NOT FOR CONSTRUCTION

No. Date Description

1 06.15.18 Plan Chi Comments
2 08.22.18 Plan Chi Comments

Area Plan





Preliminary Landscape Plan

SCALE: 1/8" = 1'-0"

ALL NEW TREES TO COMPLY WITH MENLO PARK TREE REPLACEMENT PROCEDURES

TREES	1	LANDSCAPE LEGEND	
-	PLANTING SIZE	SCIENTIFIC NAME	COMMON NAME
	36"- BOX	LYONOTHAMNUS	CATALINA IRONWOOD
A DE	36"- BOX	PLATANUS ACERIFOLIA	'COLUMBIA' PLANE TREE
GRASSES, VI	NES		
A STATE OF THE PARTY OF THE PAR	15-GAL COUMNS	FICUS NITIDA	FICUS HEDGE
	5 GAL	STIPA TENUISSIMA	MEXICAN FEATHER GRASS
FLOOR COVE	ERAGE		
DG- DESERT	GOLD		







NATURAL WOOD FENCE REFENCE





CATALINA IRONWOOD







CHRIS PARGO DESIGN

Bishop Residence

Schematic Design NOT FOR CONSTRUCTION

No. Date Description

1 06.15.18 Plan Chit Comment
2 08.22.18 Plan Chit Comment

Landscape

Plan

A1.2

PER SECTION 16.64.020 OF THE MUNICIPAL CODE STATES: THE MAXIMUM HEIGHT OF FENDES, WALLS HEDGES OR SMILAR STRUCTURES SHALL NOT HERE OF THE STRUCTURES SHALL NOT FENDES WALL HOT SECRED ? IN HEIGHT HEIGHT SHALL BE MEASURED FROM THE FRISH GRADE AT THE LOCATION OF THE FREQE WALL HEGGE OR SMILAR STRUCTURE FINE FINISH GRADE AT THE PROBLEMENT OF THE PROBLEMENT OF THE STRUCTURE FINE FINISH GRADE AT THE STRUCTURE OF THE STRUCTURE FINE FINISH GRADE STRUCTURE STRUCTURE FINISH GRADE STRUCTURE FINISH GRADE STRUCTURE STRUCTURE STRUCTURE

Pence @ front setback

SCALE: 1/2" = 1'-0"

3 Fence after front setback

Water Meter Screen Fence

SCALE: 1/2" = 1'-0"

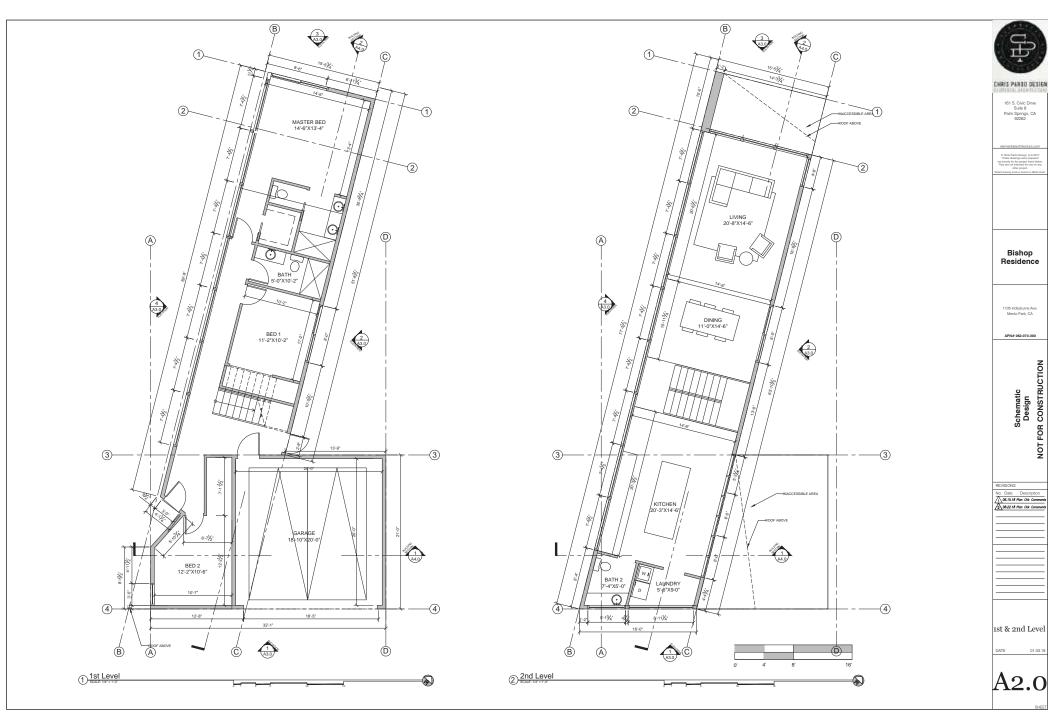
-EDGE OF HOUSE -WOOD FENCE NATURAL FINISH W/ CLEAR WATER SEALER

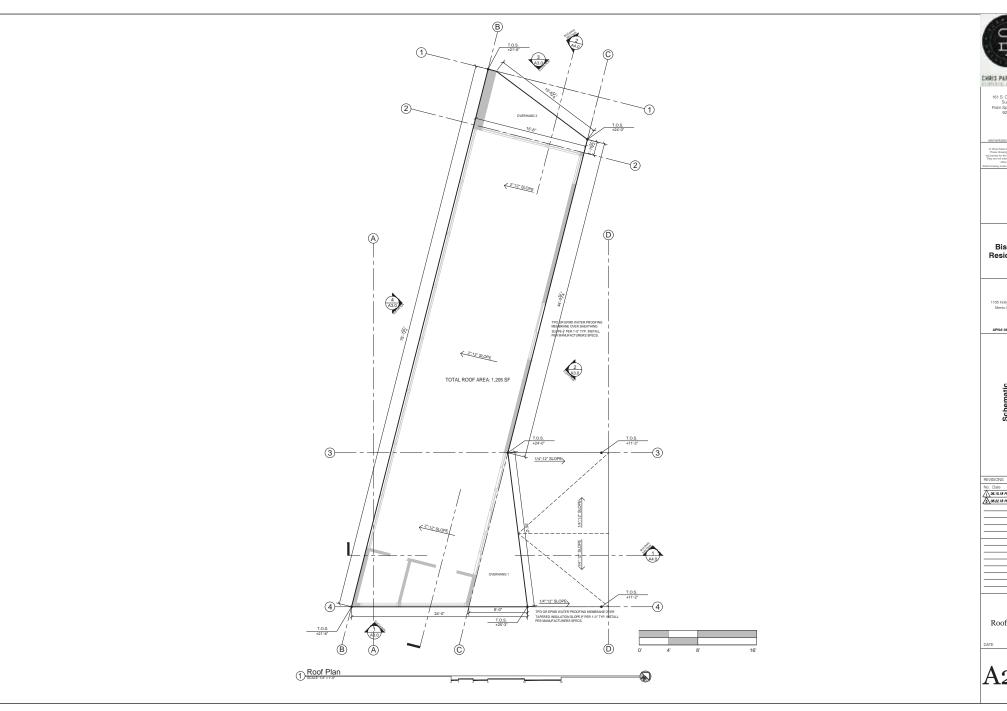
-VEGETATION REFER TO PLANT SCHEDULE ROPOSED WATER METER LOCATION

HEDGE TO BE MAINTAINED @ 4' MAX HEIGHT AT FRONT SET BACK -WOOD FENCE NATURAL FINISH W/ CLEAR WATER SEALER

—HEDGE TO BE MAINTAINED ® 7' MAX HEIGHT AT FRONT SET BACK —WOOD FENCE NATURAL FINISH W/ CLEAR WATER SEALER

҈







CHRIS PARGO DESIGN

161 S. Civic Drive Suite 8 Palm Springs, CA 92262

ellementallarchitecture.com

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These chawings were prepared exclusively for the project lated below.
These are not interest for use on service.

Bishop Residence

> 105 Hollyburne Ave. Menlo Park, CA

APN# 062-073-300

Schematic Design NOT FOR CONSTRUCTION

REVISIONS

No. Date Description

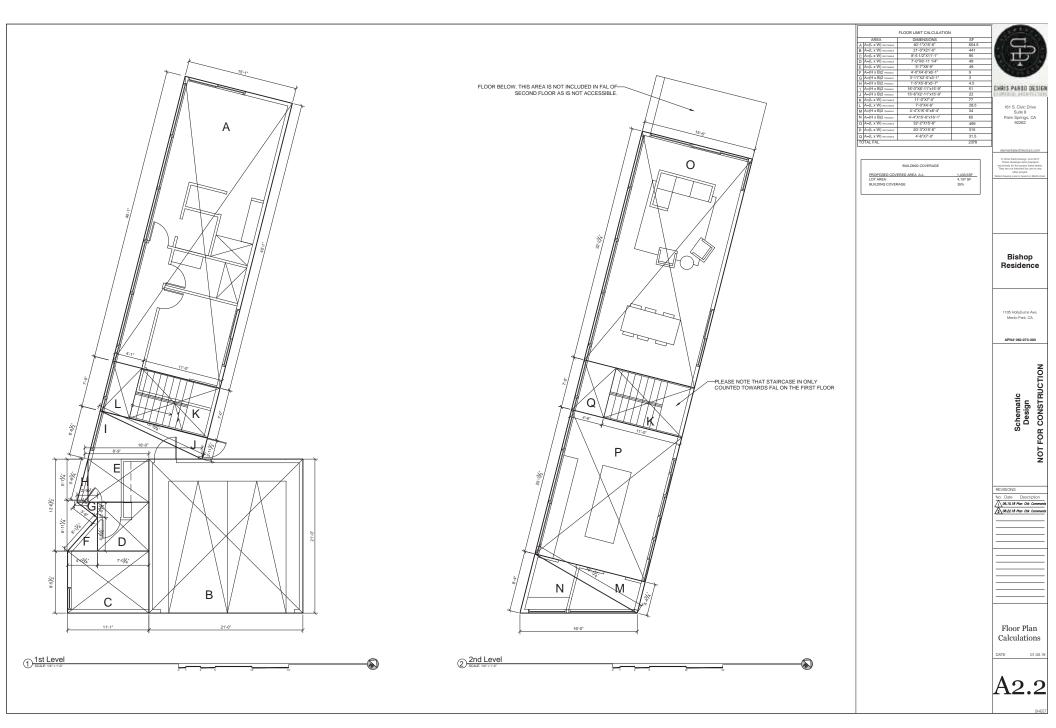
06.15.18 Plan Chit Comments

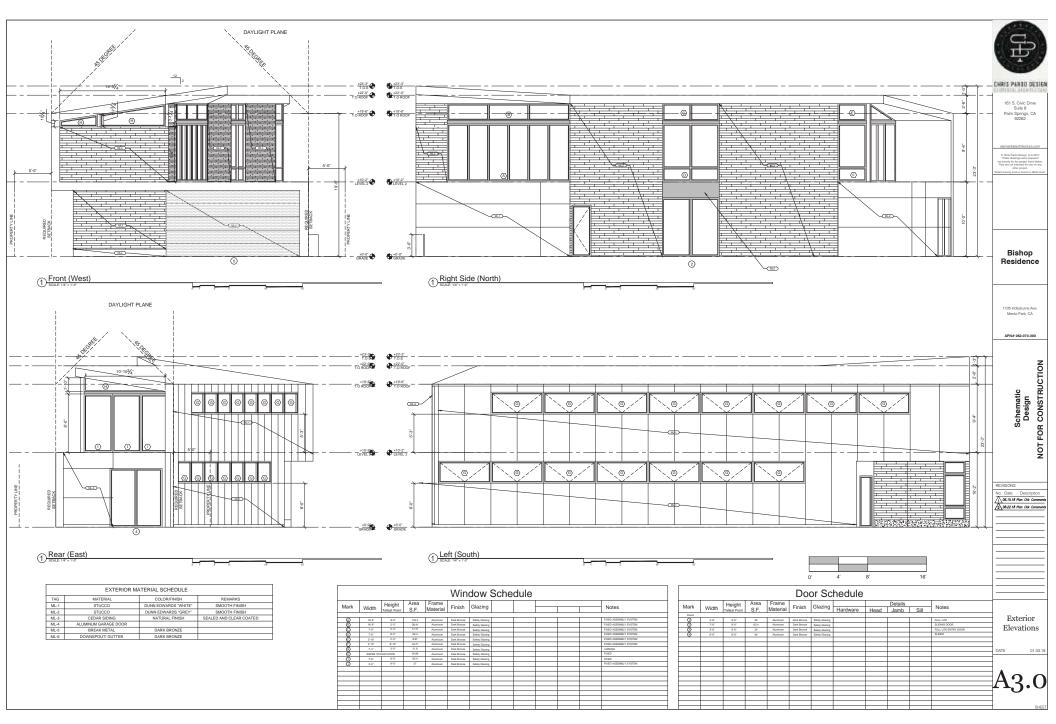
08.22.18 Plan Chit Comments

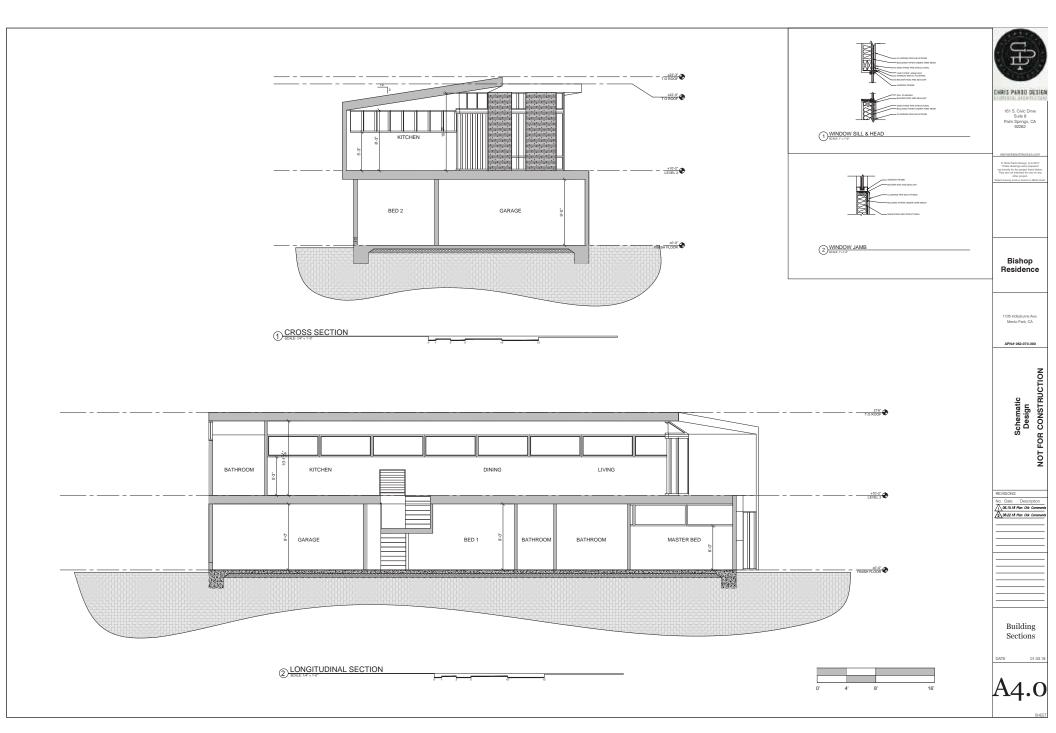
Roof Plan

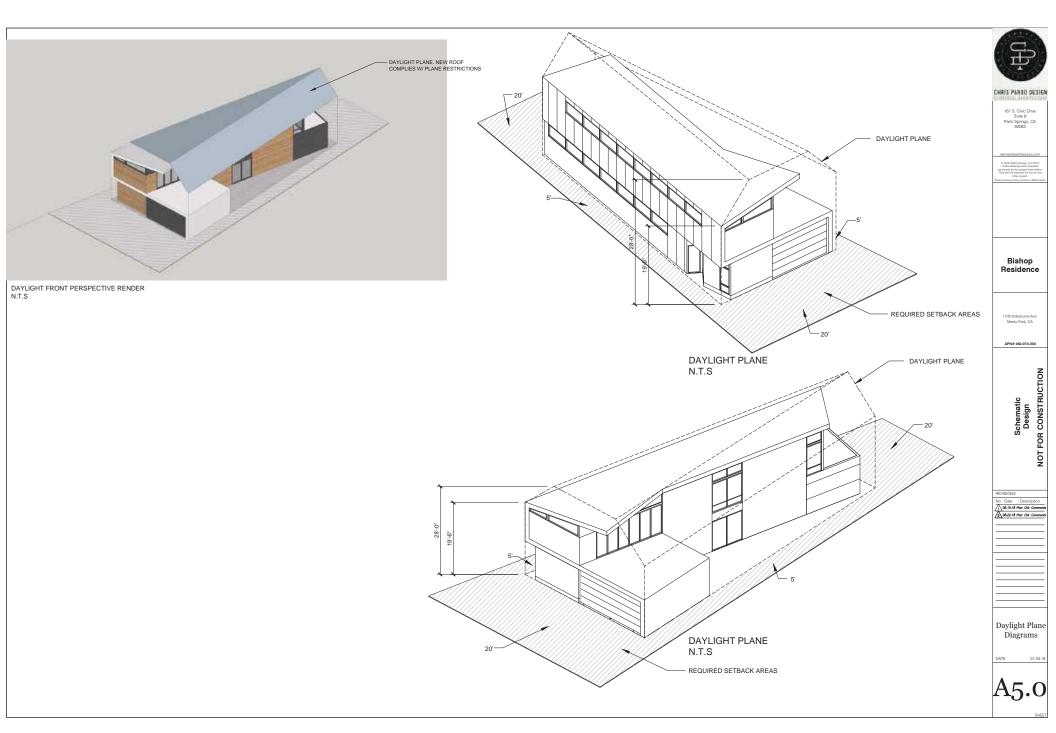
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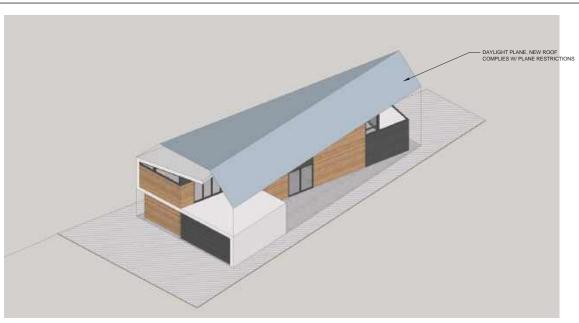
A2.1



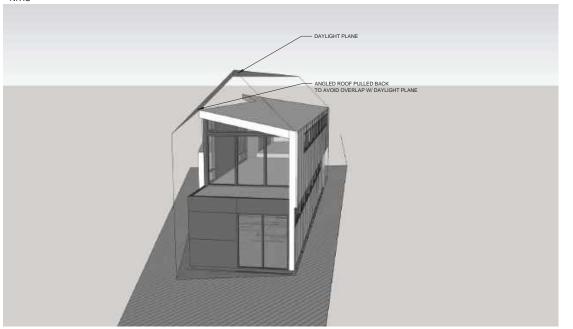








DAYLIGHT FRONT PERSPECTIVE RENDER N.T.S



DAYLIGHT BACK PERSPECTIVE RENDER N.T.S



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elementalarchitecture.com

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> Bishop Residence

1105 Hollyburne Ave. Menlo Park, CA

APN# 062-073-300

Schematic Design NOT FOR CONSTRUCTION

No. Date Description

1 06.15.18 Plan Chit Comments
2 08.22.18 Plan Chit Comments

Daylight Plane Screenshots

E 01

A5.1



September 11, 2018

Project Address: 1105 Hollyburne

Menlo Park, CA 94025

PLN2018-00020

This letter is intended to explain our proposed design for this residential project.

The style of this house is modern in design with clean simple lines and details, and is intended to appeal to a large cross-section of potential home owners. The materials used are primarily stucco and wood siding, in keeping with other homes in the neighborhood.

The reverse floor plan, often used on small urban infill lots, maximizes sun exposure and light in the spaces which require it.

The programming places the main living spaces on the upper floor where greater day lighting can be incorporated to reduce the home's reliance on artificial lighting. The spaces where less light is desired are located on the ground level, maximizing privacy, and creating a cooler, more appropriate setting for sleep.

We have found over the years a reverse floorplan also creates a safer street environment, where windows are left unencumbered by shades allowing more visibility to the street. This phenomenon is in contrast to a home with ground level living, where shades are typically drawn for a feeling of safety/privacy which does not occur in such frequency when the home is elevated.

Our property is a very small and awkwardly shaped lot, implementing the design as discussed creates a healthier living experience both to the occupant and the neighborhood.

The shroud located at the rear of the second level was created to provide privacy for the living area and reduce the need for blinds to be drawn during the day.

Chris Pardo Design, LLC 161 S. South Civic Drive, Palm Springs, CA 92264 ph206.351.6535

The current FAL stands at 58 percent. It is understood that the target range is typically 40-56%, but that for lots under 5000 s.f., it is this application process that actually determines the FAL for a given project.

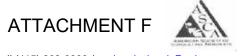
This lot is 4106 s.f, long and narrow. When considering the required set-backs of the lot, a lower FAL results in rooms that are quite small. Going slightly above the typical target range allows for rooms of adequate size while still adhering to the set-backs.



Signature

Christopher R Pardo Chris Pardo Design, LLC





Assessment of Three (3) Heritage-Size Trees at 1105 Hollyburne (Vacant Lot) Menlo Park, California

Prepared for: Chris Pardo Design / Elemental Architecture 1555 S. Palm Canyon Drive, Suite D202 Palm Springs, CA

Field Visit:
Walter Levison, Consulting Arborist (WLCA)
9/25/2018

Report by WLCA 10/1/2018





Table of Contents

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2.0 Assignment & Background	5
3.0 City of Menlo Park – What Trees are Protected?	6
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5.0 Recommendations	
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8.0 Certification	10
9.0 Digital Images	10
10.0 Attached: Tree Map Markup (WLCA)	12





1.0 Data Summary & Discussion

Tree #80 / Wild Plum

Tree #81 is a wild edible plum (*Prunus cerasifera*) measuring 38 inches diameter at zero (0) feet above grade where the multiple mainstems fork.

The tree stands roughly 28 feet as measured with a Nikon Forestry Pro 550 hypsometer. Canopy spread is approximately 30 feet, lopsided to the southeast due to the westward neighbor having topped the entire west half of the tree, which forced all canopy growth southeastward over the 1105 Hollyburne property (see digital images in this report).

On scales from 1 to 100% each, this tree rates out with a health rating of 65% and a structural rating of 35%, for an overall condition rating of 40% or "**poor**". Trees with poor overall condition ratings are typically good candidates for removal, unless there is some overarching benefit that the tree provides, such as habitat for a known threatened or endangered species of mammal or bird, excellent sightline screening or afternoon shading for a residence master bedroom, etc.

The mainstems of this tree fork at grade and just above grade, and exhibit bark inclusions (embedded bark within the forks) which is a defect that cannot in this case be mitigated.

Live twig extension and density, and live foliar density is "moderate" overall.

The canopy of this tree as stated above is lopsided southeast over the subject property, and at least 50% of the original canopy has been removed by the neighbor to the west, which significantly reduces the tree's health and structural value. The pruning cuts by the neighbor were "topping cuts" that removed entire mainstems on the west side of tree, between 4 and 6 feet elevation above grade.

This tree is likely a historical volunteer sprout that arose from a plum seed in fecal material left by an animal such as a raccoon along the fence line (property line) area of the subject property.

The tree is proposed to be removed by the project team to allow for full residential development of the property.

The tree is of low value in terms of aesthetics, longevity, screening, appraised value, etc.

Tree #81 / Wild Plum

Tree #81 is a wild edible plum (Prunus cerasifera) measuring 15 inches diameter at zero (0) feet above grade where the three (3) multiple mainstems fork.

The tree stands roughly 28 feet as measured with a Nikon Forestry Pro 550 hypsometer. Canopy spread is approximately 28 feet, lopsided east due to the westward neighbor having pruned out the lower elevation limbs along the west side of the canopy which overhung that neighboring property. This forced most new canopy growth eastward over the 1105 Hollyburne property (see digital images in this report).

3 of 12





On scales from 1 to 100% each, this tree rates out with a health rating of 85% and a structural rating of 60%, for an overall condition rating of 70% or "good". Trees with good overall condition ratings are typically good candidates for retention, unless they are blocking full development of a property in such a way that economic enjoyment of the property cannot be realized.

Live twig extension and density, and live foliar density is "good" overall.

The three codominant mainstems fork at grade or just above grade, and contain embedded bark, which as noted above in this report is a defect that often cannot easily be mitigated.

The canopy of this tree as noted above is lopsided east due to removal of lower elevation westward stems by the neighbor to the west.

This tree provides good sightline screening benefit, and wildlife attraction benefit (which can be a benefit or a drawback depending on the client and the situation). The tree has little appraised value or other value(s) in terms of long term usefulness in the landscape. The canopy currently extends far into the proposed new residence footprint, and would have to be completely pruned out (removed) in order to allow for residence construction to occur as currently proposed (see WLCA tree location map markup).

The project team proposes to remove this tree for development purposes.

Note that this tree, like tree #80, is likely a volunteer that arose from a seed dropped in fecal material by an animal such as a raccoon.

Tree #82 / Lombardy Poplar

Tree #82 is a Lombardy poplar (*Populus nigra* 'Italica') stem cluster, with individual mainstems measuring approximately 35 inches and 23 inches diameter at 1 foot above grade.

The tree stands roughly 25 feet as measured with a Nikon Forestry Pro 550 hypsometer. Canopy spread is approximately 20 feet, lopsided south due to the northeastward neighbor having pruned out the entire canopy along the east and northeast sides which overhung that neighboring property (see digital images in this report).

On scales from 1 to 100% each, this tree rates out with a health rating of 60% and a structural rating of 30%, for an overall condition rating of 36% or "**poor**". Trees with poor overall condition ratings are typically good candidates for removal, unless they perform some function such as special sightline screening or a home for a threatened or endangered bird or mammal species, etc.

The tree appears to have been top pruned multiple times in the past, at elevations ranging from roughly 10 feet to 20 feet above grade elevation.

There are multiple codominant mainstems forking at these upper elevations, in addition to the main fork at 1 foot above grade where the primary fork is located. The additional forks are considered secondary and tertiary forks, and may contain embedded bark (not verified due to the tree's dense live foliar canopy). Often, stems that arise from old topping pruning cuts are weakly-attached, and may or may not develop strong woundwood base growth around the attachment points where the stems arise from the cut wounds. WLCA suspects, but cannot verify at the time of writing, that many of the tree #82 mainstems that make up the canopy are relatively weakly-attached sprouts with bark inclusion type attachments to old topping pruning cut wounds. Trees with canopies





consisting of sprouts arising from topping pruning cut wounds are very good candidates for removal, as the structural integrity of these trees is often (but not always) compromised beyond the possibility of structural mitigation actions by tree care companies.

Live twig extension and density, and live foliar density is "moderate" to "good" overall, though the overall condition rating of this tree is "poor" (downgraded due to the structural issues noted above).

The tree is directly in conflict with the proposed new driveway as currently aligned on the project team site plan sheet (see WLCA tree map markup attached to this report). The canopy and mainstem will need to be removed if the driveway footprint is built out as currently proposed.

Lombardy poplar as a tree species is considered to be relatively weak-wooded due to the presence of narrow branch and codominant mainstem attachments where splitouts typically occur. A specimen such as tree #82 that has been topped multiple times in the past has a structure that is compromised in terms of stem base attachment strength. Trees such as #82 with a history of multiple top pruning events have very low monetary appraised value, and are often recommended to be removed for safety purposes. Also note that the species tends to live for only a relatively short period before succumbing to decay-causing fungal and bacterial pathogens.¹

Tree #82 is proposed by the project team to be removed in order to allow for the site plan development project to proceed without hindrance.

2.0 Assignment & Background

Walter Levison, Consulting Arborist (WLCA) was retained by the project architect Chris Pardo Design (CPD) to assess three (3) existing trees on the subject property that are proposed by the team to be removed to allow for new residential site plan work to proceed without hindrance. WLCA was requested to tag and assess the trees, collect tree data and tree images, and prepare a full comprehensive arborist report document for City submittal. The report was to include standard arboriculture information per the City of Menlo Park arborist report submittal standards (tree data, tree images, discussion of existing conditions and expected impacts to trees from proposed work, recommendations for tree maintenance and protection (not applicable in this case), tree map, etc.).

WLCA visually assessed the subject trees on 9/25/2018 during which time data was collected and digital images archived.

The mainstems of the subject trees were measured using a forester's D-tape which converts circumference to diameter in inches and tenths of inches. Due to the fact that the trees at this site exhibited codominant mainstem forks at low elevations above grade, WLCA was forced to measure the mainstems just below or just above the forks at those low "non-standard" elevations.

Height and spread were estimated visually and by pacing. Heights were verified using a Nikon 550 Forestry Pro hypsometer/rangefinder.

Digital images of the subject tree were archived by WLCA and included in this report as references of existing pre-project tree conditions.

5 of 12

Site Address: 1105 Hollyburne, Menlo Park, CA

¹ WLCA professional experience consulting on situations with mature specimens of this species in the San Francisco Bay Area, since January, 1999 (20 years). Many of the specimens surveyed by WLCA have been less than 75 years of age, and yet are typically in some stage of structural and health decline ranging from moderate to severe, posing real threats to ground-based targets of all types. Various decay-causing organisms have been observed by WLCA in the roots, root crown, lower trunk, and mainstems of these Lombardy popular trees, including bacterial wetwood infections, bacterial crown gall diseases, fungal root rots, and various other pathogens that digest wood.





All three of the trees have been pruned back by neighbors residing to the east and west of the 1105 Hollyburne site, causing the trees to become significantly lopsided in terms of canopy structure.

All three trees #80, 81, and #82 are considered by WLCA to be low value trees of little importance in the landscape in terms of aesthetics, long term screening, appraised monetary value, etc.

3.0 City of Menlo Park – What Trees are Protected?

Per the City tree ordinance on the official city website, a heritage tree is a specimen of any tree measuring at least 15 inches diameter at 4.5 feet above grade, or a specimen of any oak species native to California with a trunk diameter of 10 inches or more at 4.5 feet above grade. For multiple stem trees, the measurement is made at the point just below where the mainstems divide (fork).

Per this definition, all three survey trees #80, 81, and #82 proposed by the project team to be removed are considered "heritage trees", and will require formal City removal permits prior to removing them from the landscape.

4.0 Conclusion

The site contains only three (3) heritage trees #80, 81, and #82 surveyed and assessed by the author. All three trees exhibit lopsided canopies supported by codominant mainstem systems which in many cases exhibited included bark. The trees were rated by WLCA as poor, good, and poor overall condition specimens respectively.

Trees #81 and #82 conflict with the project development footprints, and are required to be removed if the project is built out as proposed.

Tree #80 does not conflict with the project construction footprints, but is of very low value in terms of usefulness over the long term.

All three trees have low appraised monetary value.

All three trees are proposed to be removed by the project team.

There will be official mitigation required for removal of the three (3) heritage size trees (see recommendations below for City of Menlo Park Replacement Planting Requirements).





5.0 Recommendations

Remove the three trees as currently proposed, and mitigate per the City of Menlo Park procedures (see below).

Mitigation (Excerpted from the City of Menlo Park Tree Replacement Procedures on the City of Menlo Park City Website):

- All residential applicants who are granted approval to remove a heritage tree are required to replace the lost tree(s) on a 1 to 1 basis.
- All commercial applicants who are granted approval to remove a heritage tree are required to replace the lost tree(s) on a 2 to 1 basis.
- A suitable replacement tree in **#15 container** is the current acceptable minimum size. However, the City staff may exercise discretion on the size and number of trees an applicant may be required to install.
- The tree must be a species that can reach a mature height of 40 or more feet as described on Select Tree web site, http://selectree.calpoly.edu/
- The replacement tree is to be installed within 30 days after the heritage tree is removed, unless otherwise noted on the approved permit.

At right is a list of suggested replacement trees recommended for Menlo Park neighborhoods on the City's official website list of suggested replacement species.

From this list, WLCA suggests the following trees as being the "best" in terms of their usefulness at this particular site:

- 1. Catalina ironwood. Evergreen.
- 2. Coast live oak. Evergreen.
- 3. Cork oak. Evergreen.
- 4. Deodar cedar. Evergreen.
- 5. 'Columbia' plane tree. Deciduous.

OTHER EXCELLENT TREES THAT COULD BE INSTALLED WHICH ARE NOT ON THE OFFICIAL CITY LIST:

- 6. Silver linden (Tilia tomentosa) (do not substitute other species of Tilia). Deciduous.
- 7. Cathedral live oak (Quercus virginiana 'Cathedral'). Evergreen. Available from Brightview.com (844) 235-7778 (formerly Valley Crest Tree Co.).

MENIO PARK

Heritage Tree Program Suggested List of Tree Replacements

Your new tree is an investment in your property and in a significant part of Menlo Park's Heritage, its Urban Forest.

The following is a list of suitable trees for Heritage Tree replacements.* All trees have a mature height of greater than 40 feet. You may choose a different species, but it must reach a mature height of greater than 40 feet as described on Select Tree web site, http://selectree.calpoly.edu/

You may wish to seek the assistance of a certified tree professional. There are several certified Arborists with business licenses in the City of Menlo Park.

Evergreen Trees

(Retain their leaves in winter)

COMMON NAME	BOTANICAL NAME Lophostemon confertus		
Brisbane Box			
Camphor Tree	Tree Cinnammomum camph		
Canary Island Pine	Pinus canariensis		
Catalina Ironwood	Lyonothamnus floribundus		
Coast Live Oak	Quercus agrifolia		
Cork Oak	Quercus suber		
Deodar Cedar	Cedrus deodara		
Incense Cedar	Calocedrus decurrens		

Deciduous Trees

(Lose their leaves in winter)

COMMON NAME	Ulmus Morton'		
Accolade Elm			
Black Oak	Quercus kellogii		
Blue Oak	Quercus douglasii		
Burr Oak	Quercus macrocarpa		
California Sycamore	Platanus racemosa		
'Columbia' Sycamore	Patanus x acerifolia 'Columbia		
Maidenhair Tree	Gingko biloba		
Sawleaf Zelkova	Zelkova serrata		

Suggested species may not be appropriate for some sites based on specific site restrictions and growing conditions.

7 of 12



6.0 Author's Qualifications

- Continued education through The American Society of Consulting Arborists, The International Society of Arboriculture (Western Chapter), and various governmental and non-governmental entities.
- Contract Town Arborist, Town of Los Gatos, California Community Development Department / Planning Division 2015-present
- Tree Risk Assessment Qualified (ISA TRAQ Course Graduate, Palo Alto, California)
- Millbrae Community Preservation Commission (Tree Board) 2001-2006
- ASCA Registered Consulting Arborist #401
- ASCA Arboriculture Consulting Academy graduate, class of 2000
- Associate Consulting Arborist Barrie D. Coate and Associates 4/99-8/99
- Contract City Arborist, City of Belmont, California Planning and Community Development Department 5/99-present
- ISA Certified Arborist #WC-3172
- Peace Corps Soil and Water Conservation Extension Agent Chiangmai Province, Thailand 1991-1993
- B.A. Environmental Studies/Soil and Water Resources UC Santa Cruz, Santa Cruz, California 1990

UCSC Chancellor's Award, 1990

(My full curriculum vitae is available upon request)



7.0 Assumptions and Limiting Conditions

Any legal description provided to the consultant/appraiser is assumed to be correct. Any titles and ownership to any property are assumed to be good and marketable. No responsibility is assumed for matters legal in character. Any and all property is appraised and evaluated as through free and clean, under responsible ownership and competent management.

It is assumed that any property is not in violation of any applicable codes, ordinance, statutes, or other government regulations.

Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible; however, the consultant/appraiser can neither guarantee nor be responsible for the accuracy of information provided by others.

The consultant/appraiser shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule and contract of engagement.

Unless required by law otherwise, the possession of this report or a copy thereof does not imply right of publication or use for any other purpose by any other than the person to whom it is addressed, without the prior expressed written or verbal consent of the consultant/appraiser.

Unless required by law otherwise, neither all nor any part of the contents of this report, nor copy thereof, shall be conveyed by anyone, including the client, to the public through advertising, public relations, news, sales, or other media, without the prior expressed conclusions, identity of the consultant/appraiser, or any reference to any professional society or institute or to any initiated designation conferred upon the consultant/appraiser as stated in his qualifications.

This report and any values expressed herein represent the opinion of the consultant/appraiser, and the consultant's/appraiser's fee is in no way contingent upon the reporting of a specified value, a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.

Sketches, drawings, and photographs in this report, being intended for visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys unless expressed otherwise. The reproduction of any information generated by engineers, architects, or other consultants on any sketches, drawings, or photographs is for the express purpose of coordination and ease of reference only. Inclusion of said information on any drawings or other documents does not constitute a representation by Walter Levison to the sufficiency or accuracy of said information.

Unless expressed otherwise:

- a. information contained in this report covers only those items that were examined and reflects the conditions of those items at the time of inspection; and
- b. the inspection is limited to visual examination of accessible items without dissection, excavation, probing, or coring. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the plants or property in question may not arise in the future.

Loss or alteration of any part of this report invalidates the entire report.

Arborist Disclosure Statement.

Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Tree are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborist cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, and other issues. Arborists cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided.

Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate the trees.



8.0 Certification

I hereby certify that all the statements of fact in this report are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Consultant

9.0 Digital Images

WLCA archived images of the survey trees on 9/25/2018:

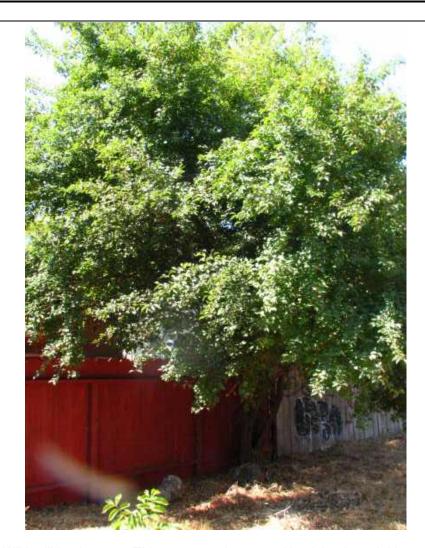


Wild edible plum #80 to be removed.

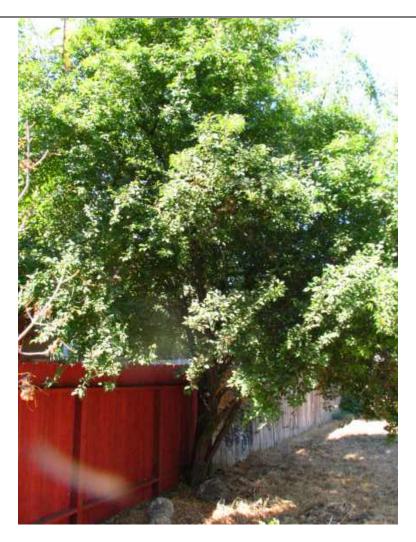


Wild edible plum #80 to be removed close-up of lower elevations. The west side of this tree (not visible) was completely removed by the neighbor to the west using topping pruning cuts at elevations just above the top of the property line fence. The tree is lopsided to the southeast.





Wild edible plum #81. This tree was also pruned back by the neighbor to the west, resulting in lopsided growth to the east.



Another view of the plum #81 canopy and lower trunk, showing how the tree is growing along the property line fence. This tree is proposed by the project team to be removed.



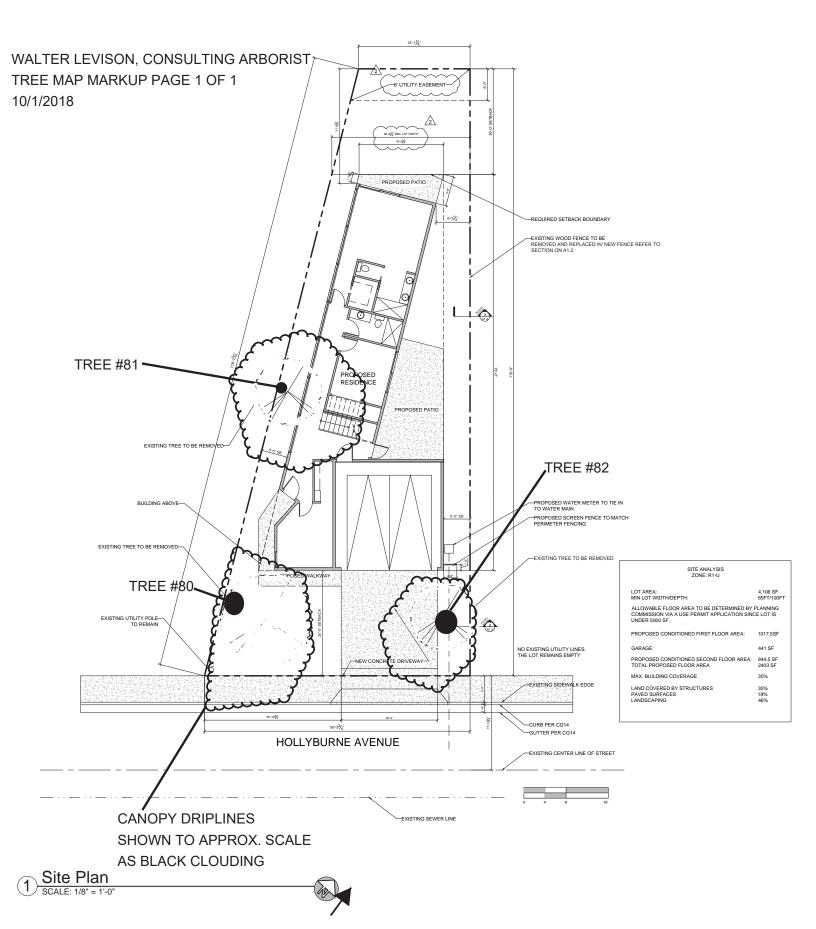




Lombardy poplar #82 at the east corner of the site. The canopy was pruned back by the neighbor to the northeast, resulting in this tree being lopsided to the south. Also, the tree has been top pruned multiple times at multiple elevations, and likely contains a relatively large number of codominant mainstems with included bark embedded in the attachment points, along with associated decay. This tree is proposed to be removed, and like plums #80 and #81, is almost worthless in terms of long term landscape value and appraised monetary value.

10.0 Attached: Tree Map Markup (WLCA)

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Community Development



STAFF REPORT

Planning Commission

Meeting Date: 1/14/2019 Staff Report Number: 19-002-PC

Public Hearing: Use Permit and Architectural Control/Aparna

Saha/710 Willow Road

Recommendation

Staff recommends that the Planning Commission approve a request for a use permit and architectural control to convert a mechanic shop into additional convenience store area, install a new double front door and windows, and change the exterior trim and materials on an existing convenience store and gas and auto service station located in the C-4 (General Commercial) zoning district at 710 Willow Road. The recommended actions are included as Attachment A.

Policy Issues

Each use permit and architectural control request is considered individually. The Planning Commission should consider whether the required use permit and architectural control findings can be made for the proposal.

Background

Site location

The subject property is located at 710 Willow Road, northeast of the intersection of Willow Road and O'Keefe Street. A location map is included as Attachment B. To be consistent with the orientation of the building, this report refers to Willow Road as the front of the property. The adjacent parcel to the north at 718 Willow Road is also in the C-4 (General Commercial) zoning district and is occupied by acupuncture, massage therapy, and chiropractic uses. The adjacent parcels to the east and south across O'Keefe Street are in the R-3 (Apartment) zoning district and occupied by a mix of single-family and multi-family residences. Parcels to the west across Willow Road are zoned PF (Public Facilities) and are the site of the Menlo Park Veterans Affairs Medical Center.

Analysis

Project description

At present, the service station has an approximately 425 square-foot convenience store and an approximately 575 square-foot automotive service and repair area. The applicant is requesting a use permit and architectural control to remodel and expand the existing convenience store by converting the automotive service and repair area into additional convenience store area. The proposed conversion would remove automotive service functions from the site. The store would continue to sell pre-packaged

food items, self-service beverages, automobile accessories, canned or bottled beverages, and various sundries consistent with its existing offerings. Alcohol sales are not currently permitted on the site, nor are they being requested as part of this application. The area of the convenience store would increase by approximately 575 square feet. The existing mechanic shop is included in the calculation of gross floor area. No new gross floor area would be added to the existing building, which would limit the potential for the proposed changes to intensify the use of the site. Modifications to the front and side building façades would be made related to the conversion of the interior space and changes to the building materials. The project plans and the applicant's project description letter are included as Attachments C and D, respectively.

Design and materials

As part of the interior conversion of the convenience store and automotive service space, the applicant is proposing exterior façade changes that require architectural control. The existing single entry door to the convenience store, which is located on the left side of the main storefront, would be replaced with double entry doors nearer to the center of the storefront. The lower three feet, six inches of the existing convenience store entry door and roll-up garage door openings would be filled, and new aluminum windows, three feet, four inches in height, would be placed above to match the existing windows at the far left of the main storefront. New stacked stone cladding would be placed along the lower three feet, six inches of the front and side building façades. The upper portions of the walls and the entire rear wall would remain stucco, but would be painted in a shade of gray. The roof parapet, which is currently clad in vertical wood siding with wood trim, would be replaced with aluminum composite material panels covered with a blue dot matrix on the front and sides of the building. A band of the blue dot matrix pattern would also be applied above the stone cladding on the north side of the building, adjacent to the parking area, and also to the windows of the south side of the building to screen the interior of the beverage cooler, sinks, and other utility spaces within the convenience store. A new metal trash enclosure painted gray to match the exterior of the convenience store would be located at the southeast corner of the site, where unenclosed dumpsters are currently kept. The existing fuel canopy and four fuel dispensers are proposed to remain without modifications. Staff believes that the requested modifications would enhance the building façade by providing more balance and symmetry at the convenience store entrance compared with the existing storefront and entrance door.

Parking and circulation

Based on the size of the snack shop/auto service building, seven parking spaces are required for the property. The site currently has five striped parking spaces located north of the building. The five parking spaces would be reduced to three in order to provide a van accessible space and loading area adjacent to the building. Additionally, the property has eight fueling stations. With previous service station projects, the spaces in front of the fueling dispensers have been regulated as parking spaces, due to the unique nature and function of service stations. Utilizing the eight fueling station spaces in addition to the three restriped spaces, the project would provide 11 parking spaces, exceeding the minimum parking requirements of the zoning district.

Trees and landscaping

The applicant has submitted an arborist report (Attachment E) detailing the species, size, and conditions of the heritage and non-heritage trees on site. The report discusses the impacts of the proposed

construction and provides recommendations for tree removals, based on their health and location to the proposed construction. The City Arborist reviewed the arborist report as part of the project review process. All recommendations identified in the arborist report will be implemented as part of recommended condition 4f for trees proposed to be preserved as part of the project proposal.

At present, there are seven trees on or in close proximity to the project site. There are three trees located on the property that are heritage size trees: one shiny xylosma, one California bay, and one coast live oak located along the rear of the property, adjacent to the rear of the convenience store and automotive service station. All three are proposed to be removed because of the poor health and structure of the trees. In addition two non-heritage shiny xylosma trees, also at the rear southern corner of the property, are proposed to be removed because of poor health. The City's arborist has reviewed the requested tree removals and tentatively approved the removal of the three heritage trees.

As part of the project, seven new trees would be planted, including six heritage tree replacements and one new Chinese flame street tree near the intersection of Willow Road and O'Keefe Street. The heritage tree replacements would be a mix of incense cedar, Brisbane box, and Saratoga laurel species, to be determined upon further consultation with the project arborist and City arborist. The trees would be located along the rear of the property to provide screening for the adjacent residential uses, and along the north side of the property within an existing landscape area without any trees currently. The street tree location and species has been tentatively approved by the City Arborist. The street tree and heritage tree replacements are required to be planted subject to review and approval of the City Arborist as outlined in project specific condition of approvals 5a and 5b.

Correspondence

With the submittal of the original application, the applicant provided 89 signed form letters from residents in the vicinity of the project and customers from Menlo Park and neighboring jurisdictions indicating no objection to the project. Staff has also received two items of correspondence in opposition to the proposed project. All items of correspondence are included in Attachment F. The main objections stated include trash and debris generated by the uses of the property, traffic and parking, nighttime noise, and trespassing/loitering on the property and in the vicinity. In response, the applicant states that video surveillance footage from cameras kept on the site indicate that during approximately 90% of the hours of operation, only one car is parked in the designated parking area adjacent to the convenience store building. Additional cars are parked in the spaces less than 10% of the time. Because there is no new square footage being added to the building, and the existing services of gasoline and convenience item sales are not changing, the project is not anticipated to intensify uses on the site or a generate significant number of new trips to the property. Trash control is anticipated to improve on the site with the construction of a trash enclosure where none currently exists. Vendors currently make deliveries to the convenience store on-site, but as an added precaution, the applicant has informed all vendors to ensure that they do not park on the street or block driveways in the vicinity. Finally, the applicant indicates that the business maintains lighting and surveillance cameras on the premises to monitor and deter loitering, trespassing, and crime. The applicant notes that surveillance footage shows that during hours that the business is closed, the Menlo Park Police Department also patrols the area, which should help to reduce the likelihood of incidents in the vicinity.

Conclusion

Staff believes that the proposed conversion of an auto service bay to additional convenience store area would not intensify the use of the existing building. Items sold would continue to be pre-packaged food items, self-service beverages, automobile accessories, canned or bottled non-alcoholic beverages, and various sundries consistent with the existing offerings of the convenience store. No new gross floor area would be added to the existing building. The proposed exterior alterations to the building would enhance its appearance by providing a more central store entrance with additional windows on either side, as well as the replacement of a roll-up garage door with storefront to match the rest of the building. A trash enclosure would be provided where none currently exists, enhancing the aesthetics of the site and reducing the likelihood of debris on the property and in the vicinity. The applicant addressed concerns expressed in the letters of opposition to the project. In addition, 89 letters of support were also submitted for the project. Staff recommends that the Planning Commission approve the requested use permit and architectural control.

Impact on City Resources

The project sponsor is required to pay Planning, Building and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project.

Environmental Review

The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-foot radius of the subject property.

Appeal Period

The Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

Attachments

- A. Recommended Actions
- B. Location Map
- C. Project Plans
- D. Project Description Letter
- E. Arborist Report
- F. Correspondence

Disclaimer

Staff Report #: 19-002-PC Page 5

Attached are reduced versions of maps and diagrams submitted by the applicants. The accuracy of the information in these drawings is the responsibility of the applicants, and verification of the accuracy by City Staff is not always possible. The original full-scale maps, drawings and exhibits are available for public viewing at the Community Development Department.

Exhibits to Be Provided at Meeting

Color and materials board

Report prepared by: Tom Smith, Senior Planner

Report reviewed by: Kyle Perata, Acting Principal Planner

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710 Willow Road - Attachment A: Recommended Actions

LOCATION: 710 Willow
RoadPROJECT NUMBER:
PLN2018-00093APPLICANT: Aparna
SahaOWNER: Aparna and
Subal Saha

REQUEST: Request for a use permit and architectural control to convert a mechanic shop into additional convenience store area, install a new double front door and windows, and change the exterior trim and materials for an existing convenience store and gas and auto service station located in the C-4 (General Commercial) zoning district.

DECISION ENTITY: Planning
Commission

DATE: January 14, 2019
ACTION: TBD

VOTE: TBD (Barnes, Goodhue, Kennedy, Onken, Riggs, Strehl)

ACTION:

- 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
- Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
- 3. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
 - a. The general appearance of the structure is in keeping with the character of the neighborhood.
 - b. The development will not be detrimental to the harmonious and orderly growth of the City.
 - c. The development will not impair the desirability of investment or occupation in the neighborhood.
 - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
 - e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
- 4. Approve the use permit and architectural control subject to the following *standard* conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by lyer & Associates consisting of five plan sheets, dated received January 2, 2019, and approved by the Planning Commission on January 14, 2019, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be

PAGE: 1 of 2

710 Willow Road - Attachment A: Recommended Actions

LOCATION: 710 Willow	PROJECT NUMBER:	APPLICANT: Aparna	OWNER: Aparna and
Road	PLN2018-00093	Saha	Subal Saha

REQUEST: Request for a use permit and architectural control to convert a mechanic shop into additional convenience store area, install a new double front door and windows, and change the exterior trim and materials for an existing convenience store and gas and auto service station located in the C-4 (General Commercial) zoning district.

DECISION ENTITY: Planning
Commission

DATE: January 14, 2019
ACTION: TBD

VOTE: TBD (Barnes, Goodhue, Kennedy, Onken, Riggs, Strehl)

ACTION:

placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.

- e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- f. Heritage and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report by JC Tree Care & Landscape dated September 19, 2018.
- 5. Approve the use permit and architectural control subject to the following *project specific* conditions:
 - a. Prior to final occupancy of the building, the applicant shall plant a 15-gallon Chinese flame street tree approximately 10 feet east of the intersection of Willow Road and O'Keefe Street, consistent with the project plans and arborist report as approved by the City Arborist.
 - b. Concurrent with the submittal of a complete building application, the applicant shall identify on the plans the locations and species of the six 15-gallon heritage tree replacements in the proposed locations using a mix of incense cedar, Brisbane box, and/or Saratoga laurel species, subject to review and approval of the City Arborist and Planning Division.

PAGE: 2 of 2

ATTACHMENT B





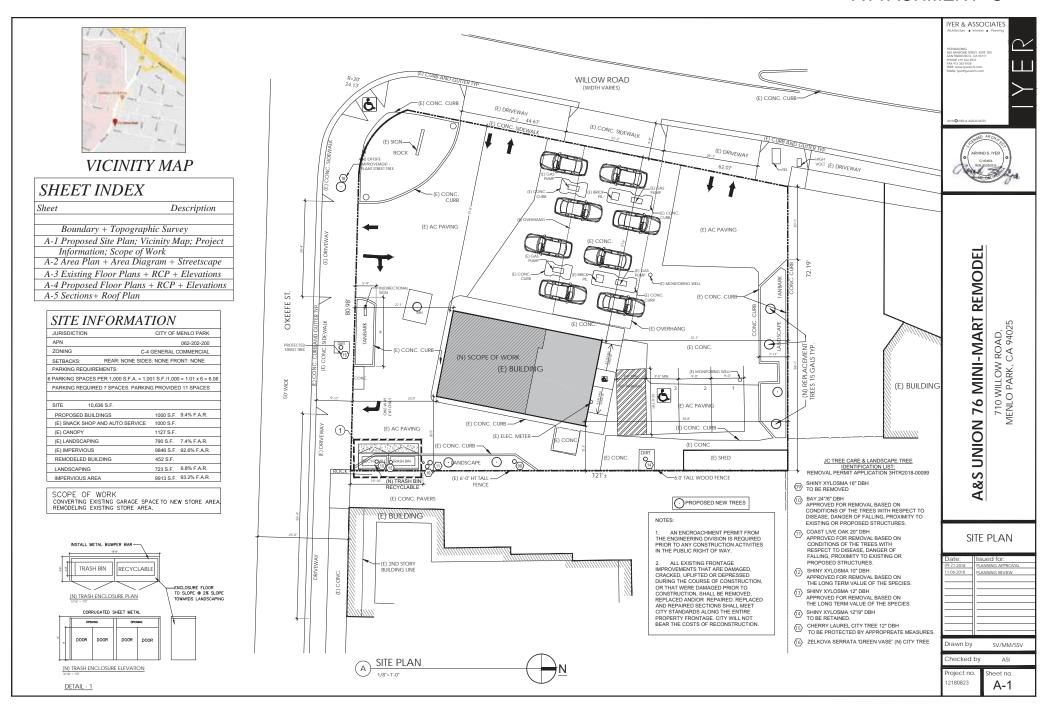
City of Menlo Park **Location Map** 710 Willow Road

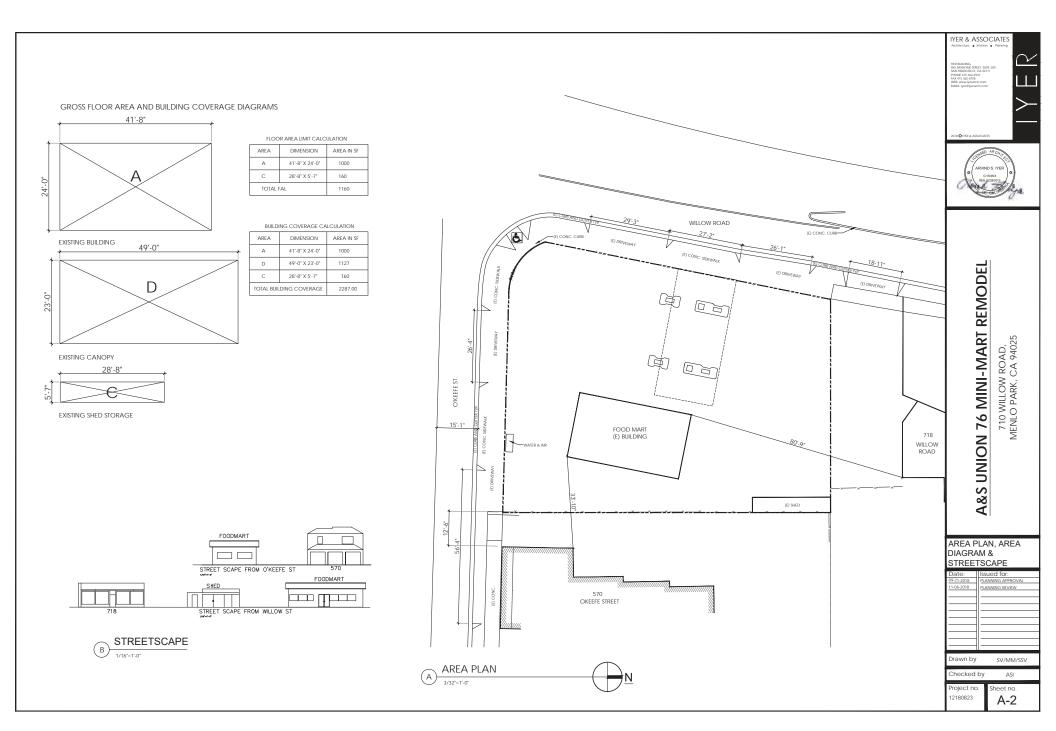


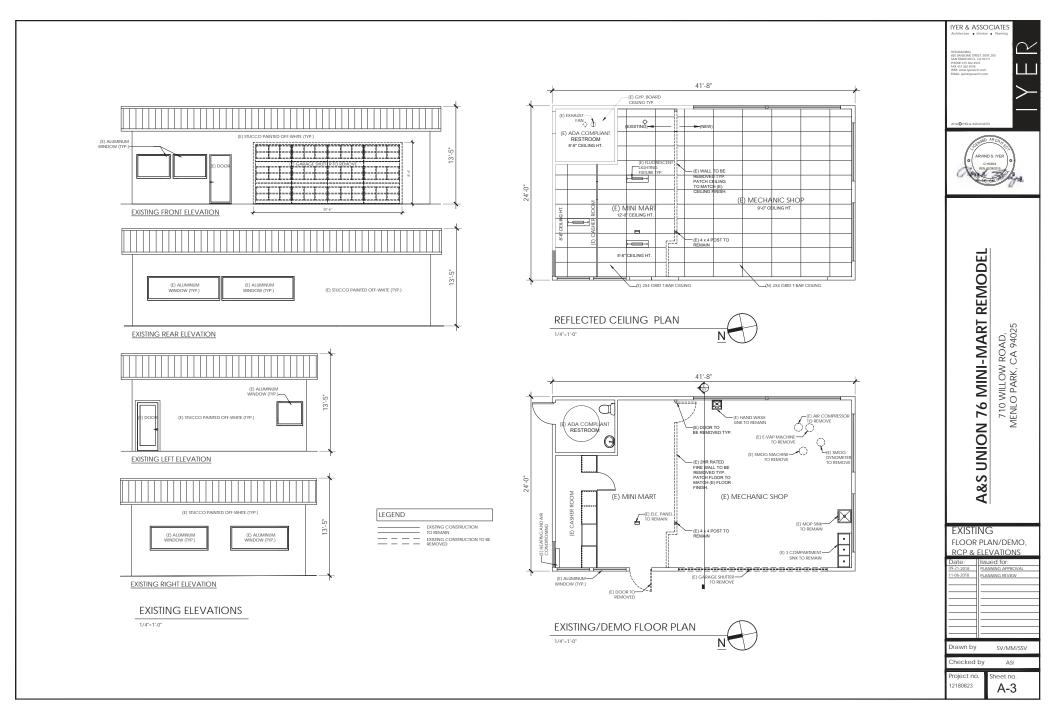
Scale: 1:4,000 Drawn By: TAS Checked By: KTP Date: 1/14/2019

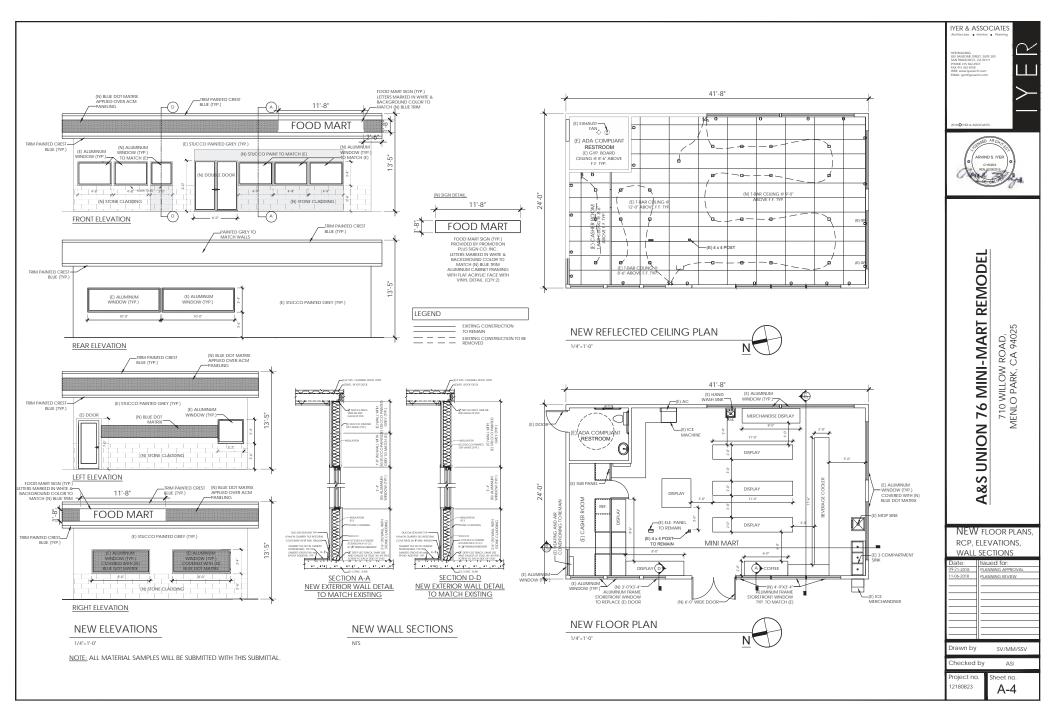
Sheet: 1

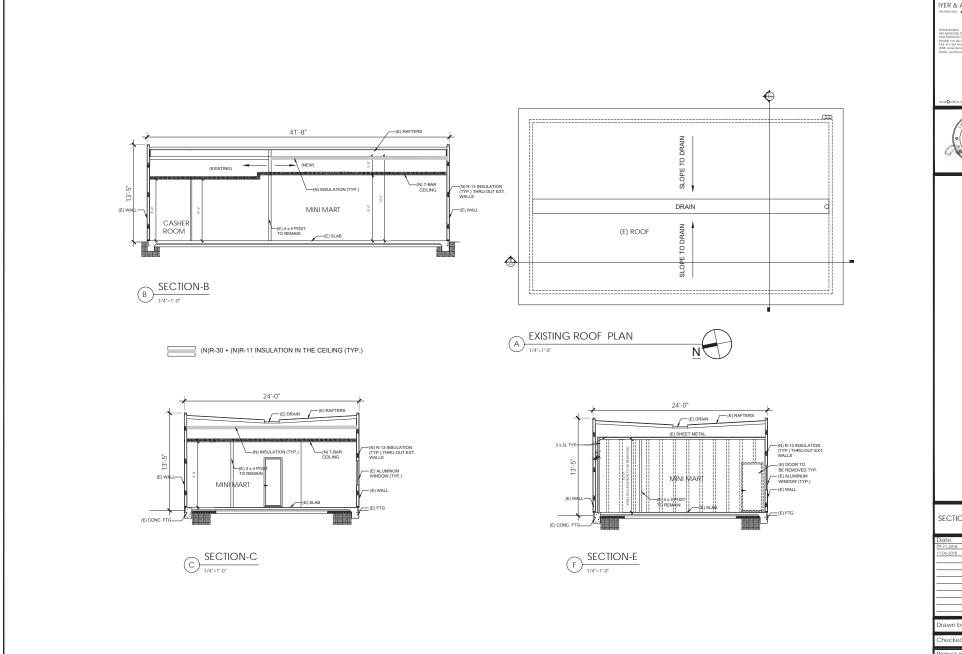
ATTACHMENT C













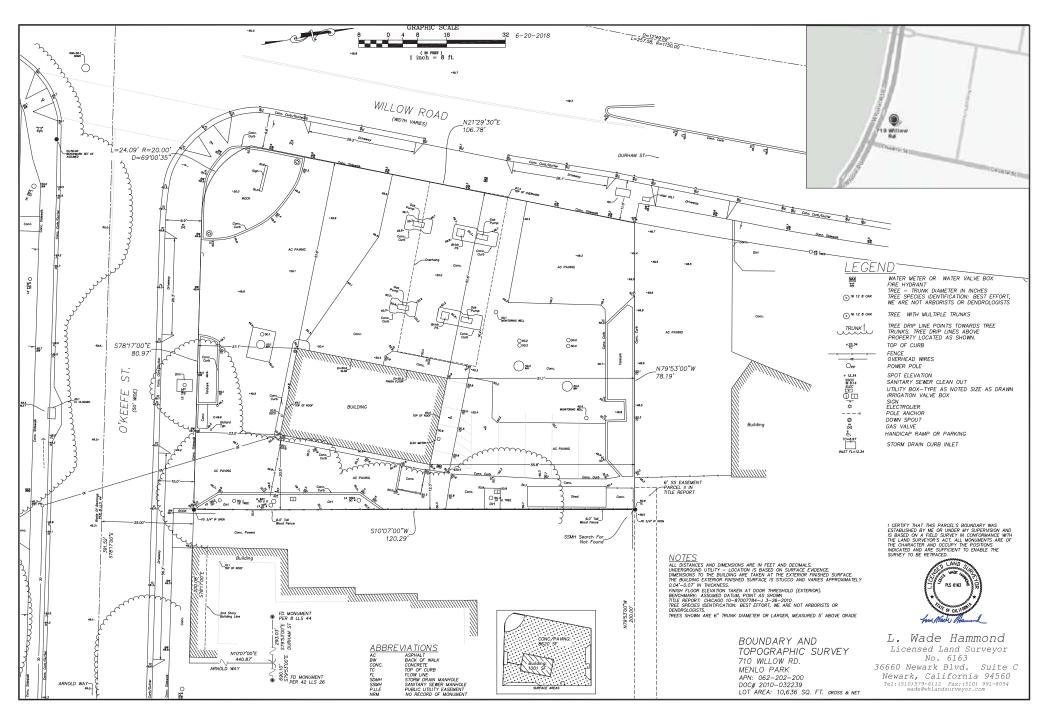
ON CONTRACT

A&S UNION 76 MINI-MART REMODEL
710 WILLOW ROAD,
MENLO PARK, CA 94025

SECTIONS & ROOF PLAN

Checked by ASI

Project no. Sheet no. A-5



A & S Enterprise

43570 Vista Del Mar, fremont, ca 94539 tel. no: (510) 395 3438 fax no: (510) 656 1827

email: aparnasaha86@yahoo.com

WRITTEN DESCRIPTION FOR:

Convenience Store Conversion and Remodeling 710 Willow Road Menlo Park, CA 94025

Subal Saha & Aparna Saha on behalf of A & S Enterprise, submitting the Use Permit and Architectural Control Application for the above referenced gas station. The project scope of work includes to add part of (452SF) the existing Smog Shop to the existing convenience store and a Trash Enclosure to satisfy San Mateo county Recology. The conversion includes replacing the front roll up Smog Shop door and replace the single entry/exit door with a double, six feet entry/exit door and Four windows matching with the existing windows. Fuel canopy and fuel system are to remain as is. Also the rest of the existing building remain as is.

ITEMS TO BE SOLD AT THIS FACILITY: The gas station will sell gasoline, the Food Mart will sell prepackaged food items, sundry items, some automobile accessories (i.e.- air fresheners, cell phone accessories, antifreeze, motor oil, etc.) self-service beverages, fresh and/or pre-packaged pastries & can and/or bottles of soda, water & sports/energy drinks. There will be NO cooking or preparing of food or beverages.

- **EMPLOYEE:** The gas station employees are (1) employee per shift. There will be (3) shifts per day (7) days per week.
- **HOURS OF OPERATION:** proposed hours of operation for both the Gas Station and Food Mart will be 6:00 AM till Mid Night) Monday to Friday and 7:00AM to Mid Night, Saturday & Sunday.
- **FUEL DELIVERY:** The fuel delivery truck will make deliveries 3-4 times / week.

PROJECT DESCRIPTION:

THE PROPERTY DEVELOPER IS INTENDED TO REMODEL THE EXISTING BUILDING AT THE GAS STATION LOCATED AT 710 WILLOW ROAD IN MENLO PARK, CALIFORNIA, 94025

THE IMPROVEMENTS WILL INCLUDE:

. EXTERIOR OF THE BUILDING AND ROOF REMAINS AS IS. The improvement includes replacing the front roll up Smog Shop door and replace the single entry/exit door with a double, six feet entry/exit door and four windows matching with the existing windows. Fuel canopy and fuel system are to remain as is. Also the rest of the existing building remain as is. For the building exterior stucco paint color and Trim , please see drawing sheet A-4.

PAGE 1 OF 2 R1

. There will be no change in the existing parking stalls. There are altogether 11 parking spaces which include 3 striped parking and 8 at the fuelling pumps. And there is one van accessible handicap parking stall existing.

. INSTALL A NEW TRASH ENCLOSURE.

DEMOLITION NARRATIVE:

THE SCOPE OF THE SITE DEMOLITION INCLUDES THE REMOVAL OF THE PARTITION NON LOAD BEARING WALL IN BETWEEN THE EXISTING SNACK SHOP AND EXISTING SMOG SHOP (AS SHOWN IN THE DRAWING). ALL OTHER EXISTING BUILDING REMAINS AS IS.

If you have any questions please don't hesitate to contact Aparna Saha at (510) 395-3438.

Sincerely,
APARNA SAHA
A & S ENTERPRIS
710 WILLOW ROAD
MENLO PARK, CA 94025
DATE: JAN, 8TH, 2019

PAGE 2 OF 2 R1

2938 Crocker Ave | Redwood City | 94063

September 19th, 2018



Arborist Report

Aparna Saha 710 Willow Rd. Menlo Park CA 94025 510-395-3438

Dear Ms. Saha,

As requested on May 23rd 2018, I visited the above site to inspect and comment on 4 different species of trees; 1st Coast Live Oak Tree (Quercus agrifolia), 2nd California Bay Tree Umbellularia californica), 3rd a three (3) Shiny Xylosma Trees (Xylosma congesta), 4th a Carolina Cherry Laurel (Prunus caroliniana) at front & rear side of the building. A new construction is planned to the existing gasoline station and your concern for the future health and safety of these trees has prompted this visit.

Overview: All of these trees are located at rear side of the building; these trees are in a very poor to good condition showing V-Crotch trunks at the main stems, they had been topped off in the past. The Coast Live Oak Tree and The California Bay Tree are growing together since many years ago where these trees produce a sudden oak disease when they are growing very close making these trees a potential hazard to the gas station owner. The Shiny Xylosma it has a disease on the main trunk that is causing deterioration and internal decay.

The measurements of these trees are following:

Tree #	Species	DBH	Height	Spread	Condition	Tree to be Removed
9	Shiny Xylosma	16"	25′	15′	Very poor	Yes
10	California Bay	24"	40'	20′	Very poor	Yes
11	Coast Live Oak	20"	35′	25′	Very poor	Yes
12	Shiny Xilosma	10"	18′	8′	Poor	Yes
13	Shiny Xilosma	12"	20'	8′	Poor	Yes
14	Shiny Xylosma	12"/9"	25′	15'	Good	No
15	Cherry Laurel	12"	20′	10'	Good	No
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E1 Page 6

Double Top and/or "Y" Crotch: This is known as a V or U shaped crotch or double leader. These trees can be a hazard. As 2 tops grow off the main trunk it can become a weak spot in the structure of the tree. In a big wind can cause the one side of the double top to break off. Too much moisture can also cause rot at location where the 2 top meet at the main trunk. In return causing rot and eventually will cause one or both tops to break.





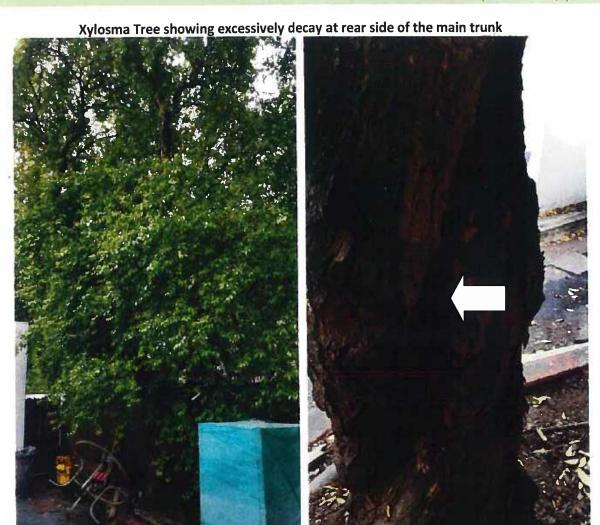




Topping is the indiscriminate cutting of tree branches to stubs or to lateral branches that are not enough to assume the terminal role. Topping is often used to reduce the size of a tree. Topping however is not a viable method of height reduction and certainly does not reduce future risk. In fact, topping will increase risk in the long term. Topping stresses trees, leads to decay, can lead to sunburn, lead to unacceptable risk and make trees ugly. Topping destroys the natural form of a tree.

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F3 Page 8

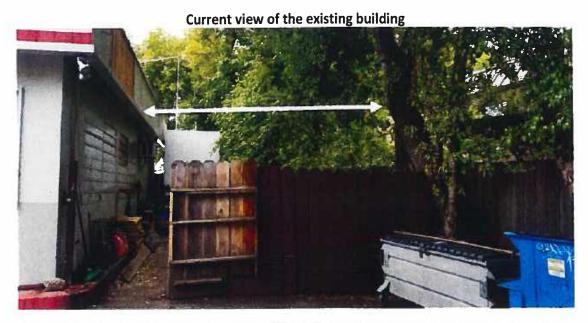




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Page 9

Site Observations: These trees are growing in a clay soil conditions. There is no visible irrigation system nearby these trees. All of these trees are growing in a narrow planter bed between the asphalt and the fence property line that will cause potential damages at any time soon to the asphalt or the neighbors property due of the size of the roots.





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Tree Removal Plan: Description of one (1) Coast Live Oak, one (1) California Bay and one (1) Shiny Xylosma Trees should be removed for hazardous issues.

- Poor structure conditions
- They have been topped off in the past
- The Xylosma it has excessively decay at main trunk
- The Oak and the Bay are growing together since many years ago creating a V-crotch
- The Oak and the Bay cannot grow together due of the creation of a sudden oak death disease
- They are growing very close to the property line that will cause potential damages to the neighbor's property
- These three (3) trees represents a potential hazard to the gasoline building owner

Recommendations: The information included in this report is believed to be true and based on sound Arboricultural principles and practices.

- Remove the three (3) heritage trees and the two (2) non heritage trees with their stumps to prevent any future damages to the building or the neighbor's property
- After the removal; plant 6 15gal trees to comply with the City of Menlo Park conditions and regulations. Plant 1 Chinese Flame Tree (Koelreuteria bipinnata) on Willow Rd. approximately 10' feet north of driveway closest to the intersection of Willow and O'keefe
- Species of the replanting trees are: Chinese Flame, Saratoga laurel or Brisbane box
- Hire a professional tree trimming company that employs a Certified Arborist & Contractor Licensed
- Call 811 USA North to have them mark any utility lines underground before any stump grinding

Note: Doing a revise on the site plan there is adequate space to replant 6 15gal size trees, which still meet heritage tree replacements.

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Tree # 15 a Carolina Cheery Laurel with 12" inches on diameter that is located on the right of way belongs to the City of Menlo Park and will not have any impacts to the root system but it will be necessary to add a tree protection as follow:

Tree Protection Plan: The tree protection zones should be installed and maintained throughout the entire length of the project. Fencing for the protection zones should be with 6' feet tall, metal chain link material supported by metal 2" inches diameter poles, seated on a galvanized construction barrier base unit. The location for the protective fencing should be as close to the dripline of desired trees as possible, still allowing room for pedestrians to safely continue. No equipment or materials shall be stored or cleaned inside the protection zones. With this tree we cannot add any chipper chips and plywood for any foot traffic because there is already cover with concrete on the sidewalk that is giving protection to the any root compaction. The tree protection zones for the tree(s) must be maintained throughout the entire project.

Demolition and Site Access (If Any): All tree protection must be in place prior to the start of the demolition process. Demolition equipment should access the property from existing driveway if at all possible. Truck loading should be carried out on the existing driveway.

Trenching and Excavation (If Any): Trenching for irrigation, drainage, electrical or any other reason shall be done by hand when inside the dripline of a protected tree. Hand digging and the careful placement of pipes below or besides protected roots will significantly reduce root loss.

Irrigation: Normal irrigation shall be maintained on this site at all times. The irrigation will improve the vigor and water content of the trees.

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Y. JOS TO

12"/a" DR4

Page 13

September 19th, 2018



Summary

Thank you for calling on my services with your questions regarding your Trees at your property. If you have any questions concerning this report or if I can be further service to you, please call me at any time.





Jhonatan Corado Certified Arborist WE-9900A

Disclaimer all the recommendations in this report are based on sound and accepted Horticultural practices, the author cannot be held responsible for the final project or Approval for removal.

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E9 Page 14

Smith, Tom A

From: Brian Gilmer <bri>Sent: Brian Gilmer <bri>Sunday, September 23, 2018 2:12 PM

To: Smith, Tom A **Subject:** 710 Willow Road

Mr. Smith,

I received a notification of Application Submittal for the 76 Gas Station at the corner of Willow Road and O'Keefe Street. I will want to see the plans for these changes but based on the description in the flyer I am opposed to the expansion of the convenience part of the station. There are a few reasons for this objection. First of all the trash generated by the current station and small store that is part of it is a major headache for the neighbors. I pick several pieces of trash out of my yard daily including candy wrappers, cigarette rappers, receipts from the stations, etc. Expanding the station to have a larger store will just increase the amount of trash that goes into the neighbors yards and into the gutters. I had to build a fence around the front of my property to limit the trash but we still get several pieces daily.

My next concern is parking. Unless there are several additional parking places, that can accommodate large vehicles, this expansion will make a current problem worse. It is not uncommon to have cars and trucks park on the street partially or completely obstructing my driveway and the driveway of my neighbors while the drivers run into the gas station to buy something or to use the rest room. Adding a larger store will just result in more cars parking across our driveways for longer periods of time.

The current gas station, especially at night, has patrons that are loud and who urinate against walls. While this has not happened on my property my neighbor adjacent to the gas station has had this problem, which I have observed on more than one occasion. People who cannot, or chose not to, wait for the rest room feel free to urinate on private property while conducting business at the gas station. I feel that expanding the store will just attract more people late at night which will exacerbate this issue.

There is a small grocery store and a donut shop that sells a variety of food located a few hundred feet down Willow Road from the gas station. There is no need, and certainly not from the neighbors, for an expanded convenience store at the gas station.

I will be happy to share my concerns and objections with Aparna Saha who has submitted the application.

Thank you

Brian Gilmer

Smith, Tom A

From: Daniel Prodan <danprodan@gmail.com>
Sent: Tuesday, October 30, 2018 9:12 AM

To: Smith, Tom A

Subject: Material concerns re proposed development at the 76 gas station in Willow

Hi Tom, I would like to share my concerns and objection to the proposed store development at the 76 gas station at the Willows and Okeefe intersection. I live just behind the gas station at 570 Okeefe street.

The close proximity of the gas station to residential homes is already creating significant concerns as detailed below, the proposed development (both during construction and operation) is only likely to exacerbate each of these:

- Trash there is already a lot of trash that we clean almost on daily basis in front of our house from current customers of the gas station as they through away candy wraps or cigarette butts.
- Safety I have 3 children, all of which either bike or take the bus to schools, and often cross the Okeefe gas stations entrance, and the Willow/ Okeefe intersection. The intense traffic on Willow require cars entering the gas station to accelerate quickly, putting people that cross Okeefe in danger. I've seen quite a few near accidents, particularly with bikers. Adding more cars entering or exiting the gas station will make matters worse.
- Increased traffic This is already a very busy intersection due to traffic on Willows road. Exiting Okeefe street to turn left or right on Willows often takes a few minutes in the morning trying to catch an opening in traffic. Adding more cars to the gas station will only make matters worse for Willow residents trying to exit their neighborhood on Okeefe.
- Parking and blocking our house there is no or very little no parking space available for customers of gas stations where would additional customers park in the future? Is there new parking space being allocated there does not seem to be enough space. The customers will end up parking in front of our house, blocking the garage entrance. I often already see gas station customers who stop on west side of Okeefe street and occasionally in front of our house.
- Lack of restrooms at gas station the gas station does not appear to have a restroom for customers, which results in customers occasionally urinating in our driveway. I've once had to chase 10+ teenagers who were urinating in our driveway. They've all stepped out from a bus stopped at the gas station.
- **People smoking** I've seen quite a few times people buying cigarets at the gas station and then smoking on our stairwell, with smoke going into the house through open windows.
- Noise from air conditioning/ refrigerator equipment presumably the store will have air conditioning and/ or refrigeration equipment that will be installed in the back of the store, which is in immediate vicinity to our backyard and bedroom. This will likely create noise, including during nighttime.
- Pollution and noise from power washer the gas station is using a very loud power washer to clean the concrete around the station, often this happens past midnight, or very early in the morning (sometimes on weekends). This might also be in violation of Clean Water Act (section 301), which states states that water needs to be reclaimed to avoid chemicals and oil entering the storm drain system and consequently our Bay. This needs to stop either way.
- Homeless person living at the gas station the owner has allowed a homeless person to live behind/at the gas station. The person was very loud and swearing (to himself) all the time we could hear him even with our windows closed, even very late at night. I had to ask the employees at the gas stations numerous times to not allow this before they've decided to ask the homeless person to leave.
- There is already a grocery store one block away why develop another one here? How many customers is this supposed to attract?

Many thanks for considering our concerns. I will share these with the owner of the gas station this Friday as well.

Please feel free to contact me if need any additional information or if you would like to discuss these.

Daniel Prodan 570 Okeefe street Menlo Park, CA 94025 danprodan@gmail.com, 6467120477

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

AUG 20 2018

TY OF MENLO PARF

BUILDING DIVISION

Please let us know if you have any objection.... YES

No ·

NAME: Brithmie Chare

Signature: D VIVI

Address: 195 10/11/12 Rd.

Suggestions: Soda Machiner

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We are expanding our convenient State, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know	if you have any objection	YES	
	You make any onl school	YES	

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No X

NAME Cassandra Span

Signature: Organism Spanism Signature:

Address: 605 Willow ka MP

Suggestions: Hot food, Alcohol

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We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

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NAME: Kurtis Swain			browning de
Signature:	1707,00		Y
Address . The cileta	Priestly 2	es if ter	e is of the g

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Suggestions: great idea

A.N.

Helio Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Please let us	know if you have any objection YES	
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NAME:	Jose Valles	
Signature:	Left Hatel	
Address :		
	565 Willow Road #9	1
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Helio Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

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NAME Christopher Smit	P
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Address: \	Berlinge Hiller of
605 WILLOW Rd Apt	115
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We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

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Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
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NAME: DAIRRYAL COOPER		

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We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

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NAME:	Catherine KHA	BOR
Signature:	A	Ale to a compare the second second
Address :	(do ullow	· 24 #7
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Hello Neighbors.

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

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Signature:	Colors Dimen	2
Address :	2037 MONE	Person in the contract of the

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Suggestions: Back

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Helio Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Please let us know if you have any objection YES	
NAME: Peter Shape	
Signature:	
Address: 2030 Park, agost Mend to Ace. Mendo Park, agost	**
Suggestions: Pear Win & beforefy	/
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We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Menlo Park, CA 94025
Please let us know if you have any objection YES
No No
NAME: Courtney Carrey
Signature: Address: Storenson Blvd Fremont, CA 94538
Address: \$1200 3695 Stevenson Blvd
Fremont, CA94538
Suggestions: Stay Open 24hrs Still
-Wine & Beer Would be great!
rando, he is a great employee. I always get 1/x
gas here after work, I feel Safe!!

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

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NAME: Jum you	
Signature:	11
Address: 240 E.OKie	efe st
Suggestions: beev theep	all 24 hour

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We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
	No	X

NAME: JOHN POCH

Signature:

Address: SOO DKEEFE MENLO PARK CA.

Suggestions:

ALCOHOL, WINE BEER, PIZZA
ALL IN ONE CONVENIENT STOP.

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
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NAME: Farique Morano
Signature: tumo

Address: Menlo Park

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection YES	
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No 📉

NAME: Luis Jimenez

Signature: Sue

Address: 395 Okeefe

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

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Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

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NAME:	Carlos Sanchez	
Signature:	And the state of t	
Address:	818 WILLOW RS.	

Suggestions: DPEN CATE

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

[Western
Please let us know if you have any objection YES
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NAME: Joshung, Fajardo
Signature:
Address: 1616 Almanor Ave
Mento Park 69 94025
Suggestions: Stay Conviewent
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We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

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We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a preciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Suggestions:

Please let us know if you have any objection YES
No.
NAME: ASSAAD MOURAD
/b.
Address: 605 Willow Rd et 162 Mento Pain CA- 94025
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We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

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NAME:

Signature: Beach Company of the state of the

Address: Okecfe F.

Suggestions: Hot fool of Del.

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U·T

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Menio Park, CA 94025
Please let us know if you have any objection YES
No 🛛
NAME:
Signature:
Address: 950 Waratto Pd. # 11
Menlo Parek (CA. 94525
Suggestions: Good idea

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
		V

NAME:

Address: 605 Willowrd #109

Menlo Bark

Suggestions: Leep The Same People

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We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a preciate if you give your opinion and suggestions about our project.

Please let us know if you have any objection YES
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NAME: Sons show Por
Signature:
Address: We will as wediate If you gave planted to be
Suggestions: We need the bigger Stove
portifice on Hot, food.

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Plance let us	know if you have any objection YES
riedse iet us	
	No No
NAME:	Will Torres
Signature:	The second section of the second seco
Address :	2219 Capital E.P.A. (A

Suggestions: good thing to do, good idea,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection YES	
No	X

NAME:

Signature:

Address: 315 E. Okee fe & F Mento Park

Suggestions:
Conveniente Store in nature
with plenty to choose from es hot food,
I quor etc

walkin Store would be f

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection YES
No ·
NAME: JOSE CASTILLO
N .
Signature;
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Address: 380 E OVERTE ST HILL Fast pale ALLO
fast pale Alto
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Suggestions: MANE NOT ROOL WI BOOK
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We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

now if you have any objection YES
now if you have any objection YES

No X

NAME: CARLOS GERON

Signature: Caroli Um

Address: 135 DONOLOF ST

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know	if you have any o	objection YES	L

No 🔯

NAME: SIITIA FALEPOUONO

Signature:

Address: 201 E. OKEEFE ST- APT 101

Suggestions: Sell BEER/ 24/HDURS

Company of the engine company of the Service of the Continuous Visit in the continuous of the continuo

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES
	No V
NAME: Enrique Pena	
Signature: 2054 Addison PV	e East Pala Alto C. A 94303
Address: 2054 Addison	

Suggestions: Hot Food

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a preciate if you give your opinion and suggestions about our project.

Please let	us know if you have any objection YES
	No I
NAME:	Cartlin Greenberg
Cianatur	e:
Address	:235 east okeete ST #6
	OPA Ca 94303
Suggest	ions: 10+5 OF drink options
HatS	TShirts For men.
	mank S

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a preciate if you give your opinion and suggestions about our project.

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Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

MICHED I WILL WILL		
Please let us know if you have any objection	YES	
	No	U
NAME: TROBERT DONALD 8/		E/2
Signature: Malet J. D. Hesse	Ł	, es
Address: LYSE O'NEETE STILL EPALO ALTO, CA94	#	
EPALO ALTO, CA94	30	3
Suggestions: Good FDE412		

Company of the state of the sta

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection.... YES

No 🏹

NAME:

Signature: Gilberto 16

Address: 10 COLEMAN Ph MENLO PARK

Suggestions: Put like a little est hot food stand.

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a preciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Menlo Park, CA 94025
Please let us know if you have any objection YES
No No
NAME: Maria E. Mendoza Signature:
Address: 1017 madera Ave mento park CA 94025

Suggestions: Alcoholic Rev. hot food, ...

and the lighter of the other little.... Virginia

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a preciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Menlo Park, CA 94025
Please let us know if you have any objection YES
No No
NAME: Alex Chaver Signature:
Signature
Address: 820 WILLOW Rd. CA 94025 Menlo Park, CA 94025
Suggestions: SELL ALCOHOL, OPEN LATE
Suggestions: SELL ALCOHOL, OPEN LATE

A CONTRACTOR OF THE PARTY OF THE PARTY.

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a preciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

3030221100		
Please let us know if you have any objection	YE\$	
	No	·V
NAME: Juon & Giron	1255	
Signature:		
Address: 135 Donahoe St East pale Alto		

Suggestions: Good Idea, hot food

was a large along the tradition. The first

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you ha	e any objection	YES	
------------------------------	-----------------	-----	--

cars are our rantomer of about

NAME: JOH FREESE

Signature:

Address: 605 willow Ro

Suggestions:

Open 24 hrs for people. 1. He me getting off work Late.

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a preciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Menlo Park, CA 94025
Please let us know if you have any objection YES
No 🔯
NAME: \[\tag{\tau} \tag{\tau} \tag{\tau}
Signature:
Address: 605 W, 160 Rd # 120
and the state of t
Suggestions:

and the state of t

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know	if you have any objection	YES	
--------------------	---------------------------	-----	--

No Z

NAME: Felipe Castro

Signature: And Communication

Address: 1324 Ralmer E.P.A

Hot Food

Suggestions:

F41

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a preciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us l	know if you have any objection YES
	No
	ick hotos
Signature:	Construction with the serve our customers in a set
Address :	Gor willow Rd Aras

White Park Car 9402T

Comment of the William Alberta

Suggestions:

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
	No	X

NAME: Albut Vargies

Signature:

Address: 1986 Euclid Ube Apt 41

Suggestions: Ligour and beer Helly

A CONTRACTOR OF THE PROPERTY AND A

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a spreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you l	nave any objection	YES	
	,	No	X

war until higher about open than a life.

NAME: Matthew Reber

Signature: Matthew. Roles

Address: 605 Willow Rd, Menlo Park

Suggestions: Hot Food

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Menlo Park, C	
Please let us k	now if you have any objection YES
	No No
NAME:	1 7 00
Signature:	ME & BOKERE ST MP
Address:	466
Suggestions	s: Good Good Flora

to the contract of the contract of the contract of

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a spreciate if you give your opinion and suggestions about our project.

		property limited
Please let us know if you have any objection	YES	
	No	X
NAME:		
Signature:		
Address: 2001 Menalta Menlo Park	C	Ave
Menlo Park		
Suggestions: More Not Fo	000	
11. (+ 1. c + 1		

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a spreciate if you give your opinion and suggestions about our project.

William Juney
Please let us know if you have any objection YES
No No
NAME: Signature: Mount M(h)
Address: 235 Last Okeefe
mpch, 44303
Suggestions:
165 Fram up here 3 Time
a day 200 good Cooking
METU 2/1/

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a preciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let u	ıs know	if you	have	any	objection	YES	
--------------	---------	--------	------	-----	-----------	-----	--

No T

NAME:

Signature:

Address: Smalle

Suggestions:

the Elening

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
	No	X

NAME: Robert 8mth Signature: Robert 8mets

Address:

795 Willow Rd Mento Park

Suggestions:

Great idea more room is needed.

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Please let us know if you have any objection YES
NAME:
Signature:
Address: 45 BAST Offer MA
Suggestions: GREAT FORM to SET OFFER

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any	objection	YES	

NAME: Hobert JEPSON

Signature:

Address: LODS WILLOWRD. #210 MEDIO PARK CA. 94025

services are on tan.... With

Suggestions:

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can surve our customer in a better way by keeping more verities of items. We will a spreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

710 Willow Road
Menlo Park, CA 94025
The second secon
Please let us know if you have any objection YES
No X
NAMEJEHF PICHLER
NAMED CAP POST
Signature: Afth
1 HU/A
Address: 325 EAST OKEEFE SI
Address . 395 Cirst - 1
Address: 395 CAST OKEEFE ST #46 ENST PAXO ALTO CA. 99323
LE L D LIBERT A
CLOCON SIAN(V) LIKATES
Suggestions: DACKAGED SANDWHES

not return the piet that we have

AN . פסונמו ביו מווס ביו מווס ביו מו

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

,	
Please let us	know if you have any objection YES
	No 1
NAME:	
	J. Dhiotopa Commission and the sea
Address :	2214 Sevier Ave Menio Park (A. 94025
	s: mad laea

and some hitself and court tone. The

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a preciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	_
3.9		
	0.1	17

No /

NAME:

Signature:

Address: 605 W/ (80 RD.

Suggestions: Berilline

contains any core man. The file



We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a preciate if you give your opinion and suggestions about our project.

Please let us know if you have any objection YES
No Q
NAME: SERGIO ZUNGO
Signature:
Address:
Mon of Car 941028
Suggestions:

85. 8/10/18

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection YES	
No	
NAME: Candelario Beltran	
Signature:	
Address: 642 Ramanoi St Palo Alto Ca:	
Palo Alto Ch	

Suggestions: Keep open at least until

2: AM and if can sell

Beers, I wouldn't got to

Make My Second Stop

Mank you and I book

fo See your progress, grow

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will a spreciate if you give your opinion and suggestions about our project.

Methorization
Please let us know if you have any objection YES
No C
NAME: MARKELOCA Signature:
mil
Address: 505 CENTRAL AUX MENCO DARK 74025
MENCO DARK 74025
Suggestions:
GREAT IDEA
Convenience MARKET
24 thres

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
	No	

NAME:

Signature:

Address: 2033 POPUR AVE, FA. 9/303

Suggestions:

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we car serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection YES	Please let us know if you have any objection	YES	
--	--	-----	--

Address: Palwood City

Suggestions:

Deer Wine fast food Peza. 29 Hours

E.S 8/13/18

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

24 HOURS BEER WINE

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know	v if you have an	y obje :tion	YES [_]
NAME: 78	RLA	LEN	No X
Signature:	È	~	
Address : M	ENLO A.	PAR	K

Suggestions:

We are expanding our convenient 5 ore, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection. YES

No

NAME: Ramon Terez.

Signature: Soo Okeef

Wend Ray

Boer Wine Champagne Car stuf. fast food. More hours

Suggestions:

F61

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Please let us know if you have any objection.	YES
NAME: Source Signature: Diagram Diagra	No P
Address: 8480 F1 Camina 9403	Real, Palo Ato, CA,
Suggestions: Hot Rood, a	plen 24 hour,

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
	No	X
NAME: Francisco Gornar	1	
Signature:		
Address: S41 Place 12		

Suggestions: Hot Food

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Please let us know if you have any objection	YES	
	No	
NAME: Nisgo Pousima		
Signature:)	
Address: 165 Chelle		mento peut, CA,
	,	1-1/0-1
Suggestions: Suggestions:	(and open 24
		hours-

V. T

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Suggestions:

Menlo Park, CA 94025
Please let us know if you have any objection YES
No No
NAME: Jack
Signature:
Address: Imento park, CA

V-T

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Menlo Park, CA 94025
Please let us know if you have any objection YES
, No V
NAME: John 10, (() Ams
Address: 211 WistERIA Rd. EPA
Suggestions: Hot Good love this store

VT

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
	No	M

NAME:

Address: 7 colemen ?1, Minto Part, CA, 50005

Suggestions: Work 24 hours

F67

Hello Neighbors,

Thanks

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

(Owners of 76 Gas Station)
710 Willow Road
Menlo Park, CA 94025

Please let us know if you have any objection.... YES

No

NAME:

Signature: Michael 605 Willow Rd

Address: Please

Suggestions: BLAN Good Jdeq

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection.... YES

NAME:

NAME:
Signature: Cyptel Calculu

Address: 2752 Hunter St

East Palo Atto, CA

94303.

Suggestions:

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Menlo Park, CA 94025
Please let us know if you have any objection YES
No
NAME:
Signature: Annu Cl
Address: 2737 EULI, LAUE E, ROLDAITO
Suggestions: I think that's a good idea

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
	No	X
NAME:		

Signature: Bykon G/Soc

Address: 795 Willow rd Menlo PARK CA Suggestions:

I would like the gas station LARger

VT

Hello Neighbors,

Thanks

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

(Owners of 76 Gas Station)
710 Willow Road
Menlo Park, CA 94025

Please let us know if you have any objection..... YES

No

NAME:

Signature:

Address: 240 £.06cekeest

Suggestions: 24 hour open

V.T

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks
(Owners of 76 Gas Station)
710 Willow Road
Menlo Park, CA 94025

Please let us know if you have any objection.... YES

No

NAME:

Signature: (a) Closh

Address: 3 Bell Ot

EAST PACO ALTO, GA

Suggestions:

40+ food, and good idea

VIT

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
	No	X

NAME:

Signature:

Address: menlo Patk, CA

Suggestions: Good I alea need more space

V. T

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Menlo Park, CA 94025		
Please let us know if you have any objection	YES	
	No	
NAME: Mike Futcherson Signature: Land Albord Ave Palo Albor, CA 94302		

Suggestions: good idea, hot food.

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection.... YES

Suggestions:

V-T

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection.... YES

No 🖊

NAMF:

Signature:

Address:

Suggestions:

1750 Hambet St San Mileo Con Good Idea

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection.... YES

NAME: Marrice Thompson

Signature: Address: Uhi Willow M.

Suggestions:

Frot Food, BEEF, olen 24 hours love this store, employee so nice

V-T

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	<u></u>
	No	X

NAME: Michael Tateyama

Signature: Michael Sulpane

Address: 795 Willow Rd Menlo Part C2 94025

Suggestions: enlarge big enough to meet the Demand of Increasing
Population

V-T

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection.... YES

Sounds Good. Cant wort to sek

No T

orte pue Menlo Your

NAME:

Signature:

Address:

Suggestions:

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
	No	V

NAME: CISCO

Signature: Franksus. Agus Park, CA

Address: Ravenwood Rd, mento Park, CA

Suggestions: Good idea .

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks

Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025
Please let us know if you have any objection YES No
NO L
NAME:
Address: E. Okeefe, menlo Park, CA, 94625
Address: C. Or Edit
Suggestions: Good idea, Hot food

V.T

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks
(Owners of 76 Gas Station)
710 Willow Road
Menlo Park, CA 94025

Please let us know if you have any objection.... YES

No

NAME:

Signature: Fredy monto Fax

Address: 395 Okcefc Street, menlo park, CA,

94025

Suggestions: Hot food

V. T

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Menlo Park, CA 94025
Please let us know if you have any objection YES
No No
NAME: Jorge Rodriguez Signature:
Signature:
Address: 30/ E.Okeefe apt #2

Suggestions: Open 24 hour

+11-

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know	if you have any objection	YES	
--------------------	---------------------------	-----	--

No X

NAME:

Signature:

Address: 255 & OKERT

Suggestions:

ES. 8/12/18

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection.... YES

No

No

Signature: Marka Luan

Tost food, Wilk, tomatoe Toice, Feer, Wine.

Suggestions:

Address :

E.S. 8/12/18

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection	YES	
	No	

NAME: Gabriela

Address: 355 E'OILEEFES #14

Suggestions:

fast food voss watter.

85. 8/12/18

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objection YES
NAME: TEPI ASCAWI NO DE
Signature:
Address: 26 Donohoe St. PALO ALTO CA 945303
(1 = 0 =
Suggestions:
Beet, WINC

ES. 8/12/18

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks
(Owners of 76 Gas Station)
710 Willow Road
Menlo Park, CA 94025

Please let us know if you have any objection.... YES

No

No

Signature: LoLetha Warren

Signature: LoLetha Warren

Address: 1125 Willow Rd Apt II 1 Men 10 Paric ca. 94025

Suggestions:

E.S. 8/18/18

Hello Neighbors,

We are expanding our convenient Store, by adding the closed Smog Shop area in the convenient Store, so that we can serve our customer in a better way by keeping more verities of items. We will appreciate if you give your opinion and suggestions about our project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Wellio Park, CA 34023		
Please let us know if you have any objection	YES	
	No	A
NAME: Mayra Ceja Signature: Mayra Cija		1
Signature:		

Address: 201 E. Okede St E. Palo Alto CA. 94303

Suggestions: Sandwiches, Beer, ice Cream, Pizza, Hello Neighbors,

We are expanding our convenience store by closing the Smog Shop to make it one space so that we can better serve our customers but adding more varieties and options. We appreciate if you gave your opinion and/or suggestions about out project.

Thanks (Owners of 76 Gas Station) 710 Willow Road Menlo Park, CA 94025

Please let us know if you have any objections..... YES

NO X

Name: Helen & Jepson
Signature: Helen & Jepson

Address: 605 Willow Rd. apt 210
Monto Park, aby 94025

Community Development



STAFF REPORT

Planning Commission
Meeting Date: 1/14/2019
Staff Report Number: 19-003-PC

Public Hearing and Study Session:

Public hearing for the Environmental Impact Report (EIR) scoping session and study session to consider and provide feedback on a proposed new approximately 260,000 square foot research and development (R&D) building at 1350 Adams Court

Recommendation

Staff recommends that the Planning Commission conduct the following items for the 1350 Adams Court project, described in more detail in the Background section of this report:

- EIR scoping session to receive public testimony and provide comments on the scope and content of a focused EIR for the project; and
- Study session to receive public comments and provide feedback on the proposed project, including the applicant's project refinements since the previous Planning Commission study session in April 2018.

The January 14th meeting will not include any project actions. The proposal will be subject to additional review at future Commission meetings. The Planning Commission is the final decision-making body on the proposed project. Staff recommends the following meeting procedure to effectively and efficiently move through the two items, allowing the public and the Planning Commission to focus comments on the specific project components.

EIR Scoping Session

- Introduction by Staff
- Presentation by City's EIR Consultant
- Presentation by Applicant on Project Proposal
- Public Comments on EIR scope
- Commissioner Questions on EIR scope
- Commissioner Comments on EIR scope
- Close of Public Hearing

Project Proposal Study Session

- Introduction by Staff
- Public Comments on Project
- Commissioner Questions on Project
- Commissioner Comments on Project

While applicants typically present on their project proposal during the study session portion of the meeting,

staff believes that it would be beneficial for the Planning Commission and members of the public to receive the applicant's presentation during the EIR scoping session. Accordingly, staff recommends that the Planning Commission allow the applicant to present the overall project after the City's EIR consultant outlines the California Environmental Quality Act (CEQA) process and the key findings from the Initial Study.

Policy Issues

EIR scoping sessions provide an opportunity for Planning Commissioners and the public to comment on specific topics that they believe should be addressed in the environmental analysis. Study sessions provide an opportunity for Planning Commissioners and the public to provide preliminary feedback on a project, with comments used to inform future review and consideration of the proposal. Both EIR scoping session public hearings and study sessions should be considered on a case-by-case basis, with comments used to inform future consideration of the proposed project.

The proposed project is anticipated to require future Planning Commission review and action on a request for certification of a focused EIR, a use permit for a bonus level development, architectural control, a below market rate (BMR) housing agreement, and heritage tree removals.

Background

Site location

The project site is an 11.2 acre, LS (Life Sciences)-zoned parcel that currently contains an existing 188,100 square foot R&D building on the southern half of the site that is occupied by Pacific Biosciences (PacBio). The proposed building would be located on the northern 4.4 acres of the project site that is currently undeveloped. A new address of 1350 Adams Court is proposed, which would require future review and approval of the Building Division and other agencies. For purposes of this staff report, O'Brien Drive is considered to have an east-west orientation, and all compass directions referenced will use this orientation. The project site is located immediately north of O'Brien Drive, with direct access to the project site from O'Brien Drive to the south, Adams Drive to the east and Adams Court to the north.

To the west of the project site is the former ProLogis Menlo Science and Technology Park and the site of the proposed Facebook Willow Village Project (https://www.menlopark.org/1251/Facebook-Willow-Campus-Master-Plan), which would include office, residential, and retail uses as part of a multi-year project development. Those parcels are zoned O-B (Office, Bonus) and R-MU-B (Residential Mixed Use, Bonus) and currently contain 20 buildings occupied by R&D, offices, manufacturing, and warehousing uses on approximately 60 acres. Parcels to the north across Adams Court are zoned LS-B (Life Sciences, Bonus) and occupied by R&D and warehousing uses. The parcels to the east are also zoned LS-B and are part of the Menlo Business Park and occupied generally by R&D uses. Parcels to the south, across O'Brien Drive are zoned LS (Life Sciences) and contain R&D and manufacturing uses.

This area is relatively close to the City of East Palo Alto. Nearby land uses in that jurisdiction include single-family residences and schools. A location map is included as Attachment A.

Previous approvals

In August 2014, the Planning Commission approved a use permit and architectural control to partially convert, expand, and architecturally update an existing warehouse and general office building into a R&D and warehousing building. The building was previously addressed 1315 O'Brien Drive and readdressed 1305 O'Brien Drive upon completion of the project. Subsequently, in November 2016, the Planning

Commission approved architectural control and use permit revisions to remove approximately 32,000 square feet of the warehousing portion of the building and construct a new exterior wall (along the northern façade) consistent with the architectural design and materials of the building. The proposed building at 1350 Adams Court would be located to the north of the existing building, and the proposed loading dock would be located within the footprint of a portion of 1305 O'Brien Drive building that is proposed to be demolished.

Project description

The applicant, Tarlton Properties, is requesting to construct a new approximately 260,400 square foot, five-story research and development (R&D) building on a site elevated two-and-a-half feet above the existing average natural grade, with a portion of the parking partially below the new grade and a multi-story parking garage integrated into the building located in the LS-B (Life Science, Bonus) zoning district. The project site currently contains an existing approximately 188,100 square foot R&D and warehousing building (1305 O'Brien Drive), and the total proposed gross floor area (GFA) at the site would be approximately 448,500 square feet with a total proposed floor area ratio (FAR) of 92 percent for the project site where 125 percent is the maximum allowed for R&D uses. The proposal includes a request for an increase in height and FAR under the bonus level development allowance in exchange for community amenities. The project will require the following actions:

- 1. **Environmental Review** to analyze potential environmental impacts of the project through a focused EIR, pursuant to CEQA;
- 2. **Use Permit** for bonus-level development (which requires the provision of community amenities) and to permit the use and storage of hazardous materials for an emergency generator;
- 3. Architectural Control to review the design of the new building and associated site improvements;
- 4. **Heritage Tree Removal Permits** to remove development related heritage trees and replace according to the City's heritage tree replacement guidelines; and
- 5. **Below Market Rate (BMR) Housing Agreement** to pay in-lieu fees in accordance with the City's BMR Ordinance.

In addition, a Fiscal Impact Analysis (FIA) will be prepared as well as an appraisal to identify the necessary value of the community amenity. Additional actions and entitlements may be required as the project plans are refined.

CEQA review

ConnectMenlo, which updated the City's General Plan Land Use and Circulation Elements and rezoned land in the M-2 Area (now referred to as the Bayfront Area), was approved in November 2016. The project site is within the Bayfront Area. Because the City's General Plan is a long-range planning document, the ConnectMenlo EIR was prepared as a program level EIR, pursuant to CEQA Guidelines Section 15168. Based on CEQA Guidelines Section 15152(d), if an EIR has been prepared or certified for a program or plan, the environmental review for a later activity consistent with the program or plan should be limited to effects that were not analyzed as significant in the prior EIR or are subject to substantial reduction or avoidance through project revisions.

An Initial Study was prepared to evaluate the potential environmental impacts of the 1350 Adams Court project and determine what level of additional environmental review is appropriate for the project EIR. In accordance with the requirements of CEQA Guidelines Section 15168, the Initial Study discloses relevant impacts and mitigation measures covered in the ConnectMenlo EIR and discusses whether the project is within the parameters of the ConnectMenlo EIR.

Upon completion of the Initial Study, the City released a Notice of Preparation (NOP) (Attachment B) for the

project on December 10, 2018, beginning an extended 45-day review and comment period (to account for the December holidays) ending on January 24, 2019. The members of the Planning Commission were provided a copy of the NOP and Initial Study, which are also located on the City website (https://www.menlopark.org/ArchiveCenter/ViewFile/Item/8773). Additionally, hard copies are available at the Menlo Park Library Reference Desk (800 Alma Street), the Belle Haven Branch Library Reference Desk (413 Ivy Drive), and the Menlo Park Community Development Department (701 Laurel Street). Verbal comments received during the scoping session and written comments received during the NOP comment period on the scope of the environmental review will be considered while preparing the Draft EIR. NOP comments will not be responded to individually; however, all written comments on the NOP will be included in an appendix of the Draft EIR, and a summary of all comments received (both written and verbal) on the NOP will be included in the body of the Draft EIR.

Analysis

EIR Scoping Session

Based on the conclusions in the Initial Study, the following topics will not be discussed in the focused EIR because the project is not anticipated to result in significant environmental effects in these areas, or because the Initial Study found that these topic areas were adequately addressed through the program level EIR prepared for ConnectMenlo:

Table 1: Topics Not in Focused EIR Scope	
Topic	Summary of Analysis and Findings in Initial Study
Agriculture	The site is vacant and is not zoned for or utilized as an agricultural site.
Aesthetics	The site is in an urbanized area with relatively flat topography, and existing commercial and industrial buildings are located in the immediate vicinity on all sides. These conditions would not result in significant impacts to the aesthetics of the site and its surroundings.
Biological Resources	A Biological Resources Assessment (BRA) was prepared for the project in accordance with ConnectMenlo Mitigation Measure BIO-1, and project-specific mitigation measures recommended in the BRA would reduce potential impacts on biological resources in the area to a less than significant level.
Cultural Resources	No known cultural resources or tribal cultural resources are located within the project area, but if a cultural or tribal cultural resource is discovered during excavation or construction activities on the site, mitigation measures would be implemented to stop work on the site and consult with an archaeologist to ensure the integrity of the immediate area and the discovered resources. In addition, the general contractor and those engaged in ground-disturbing activities would be given environmental training regarding cultural and paleontological resource protection.
Geology and Soils	The project would be designed and constructed to meet standards set by the California Building Standards Code, which would reduce major structural damage and loss of life in the event of an earthquake, and a site-specific geotechnical survey would be completed to investigate potential geologic, seismic, and soil problems at the earliest stages of the project.

Hazards and Hazardous Materials	The potential routine transport, use, and disposal of hazardous wastes would have less than significant impacts because the project would be required to comply with existing regulations to minimize impacts.
Hydrology and Water Quality	The project would have less than significant impacts on water quality because of compliance with existing regulations and design standards. Furthermore, project-specific mitigation measures would be required, including construction dewatering testing, as well as treatment and documentation demonstrating that the storm drain system's existing conveyance is not constricted by stormflows at the outlets as a result of the project design.
Land Use	The proposed project would not physically divide an established community, and it would be designed to be consistent with ConnectMenlo, the LS-B zoning regulations, and other City goals and policies.
Mineral Resources	There are no known mineral resources in the vicinity of the site.
Public Services	Physical conditions in relation to fire protection, police protection, schools, parks and recreation, and other public facilities have not changed substantially in the ConnectMenlo EIR study area since the preparation of the ConnectMenlo EIR; therefore, impacts would be less than significant.
Recreation	See "Public Services" above.
Tribal Resources	See "Cultural Resources" above.

A more detailed analysis of the project impacts in the areas above is provided in the Initial Study. The focused EIR will analyze whether the project would have a significant environmental impact in the remaining topic areas:

- Air Quality
- Greenhouse Gas (GHG) Emissions
- Noise (Traffic noise)
- Population and Housing
- Transportation and Traffic
- Utilities (Water demand and system capacity)

These topics were identified in the Initial Study as requiring further evaluation in a focused EIR because of ConnectMenlo mitigation measures requiring additional studies of construction-related and operational air quality impacts, potential noise impacts from project specific trips, project specific vehicle miles traveled (VMT) in terms of GHG emissions, the need for a project-specific Transportation Impact Assessment (TIA) including an analysis of potential impacts on 23 study intersections (Attachment E), and because further study is needed to determine water and wastewater impacts. A water supply evaluation was prepared for ConnectMenlo, and the project is required to prepare a project-specific water supply assessment to ensure compliance with ConnectMenlo and the L-S zoning requirements. Additionally, a water system evaluation of the existing utility system in this portion of the Bayfront Area is required for the project. Finally, a 2017 settlement agreement with the City of East Palo Alto requires population and housing and transportation impacts to be evaluated through a project-specific EIR for a project proposing to develop using the bonus level provisions of the Zoning Ordinance.

Alternatives

The EIR is also required to evaluate a reasonable range of alternatives to the project that would achieve most of the basic objectives of the project, but would avoid or reduce the project's potentially significant

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environmental impacts. The City is currently considering analysis of the following alternatives, and is seeking input on these alternatives and any other alternative that should be evaluated as part of the EIR:

- CEQA-Required No Project Alternative (maintaining the vacant site with no new construction); and
- Reduced Project Alternative that would minimize the effects of potentially significant environmental impacts.

Correspondence

As of the publication of the staff report, three items of correspondence have been received regarding the project NOP and/or focused EIR scope (Attachment F). Two emails from the San Francisco Public Utilities Commission (SFPUC) request clarification regarding the status of the proposed bike lane along O'Brien Drive and the proposed paseo, neither of which has been approved or constructed at this time and will be considered as part of the project entitlements after further development of the plans and appropriate project analysis in the focused EIR. Additionally, the SFPUC indicates that work within the agency's ROW, including utility connections and street or sidewalk modifications, requires participation in the SFPUC's Project Review Process. If future utility and off-site improvement plans for the project indicate work would need to be performed in the SFPUC ROW, the applicant will coordinate with SFPUC through the Project Review Process.

A letter from the California Department of Transportation District Four requests trip generation, trip distribution, and trip assignment estimates for the project, and asks that the TIA evaluate the adequacy of roadway segment operations in the project vicinity. These items will be analyzed through the TIA and Transportation section of the focused EIR. The letter also indicates that the project should provide a robust Transportation Demand Management (TDM) Program to reduce vehicle miles traveled (VMT) and greenhouse gas emissions. The LS zoning district regulations require a TDM program to be prepared by the applicant to reduce associated vehicle trips at least 20 percent below standard generation rates for uses on the site. Finally, the letter requests that the City identify transportation impact fees (TIF) to cover transportation improvements necessitated by the project and incorporate the fees into the project conditions of approval. The City's TIF requirements will be calculated and incorporated into the project conditions considered by the Planning Commission as part of the proposed project entitlements.

Study Session

In April 2018, the Planning Commission conducted a study session for the 1350 Adams Court project. The Commissioners commented primarily on the following project aspects:

- Publicly accessible open space. The Commissioners believed that the open space around the
 perimeter of the project site would not be well-utilized by the public and should be better activated and
 concentrated to function as publicly accessible open space in the spirit of the Zoning Ordinance
 requirements. Commissioners also expressed interest in improving the proposed paseo to provide better
 linkages between buildings in the vicinity and more public open space on the site.
- Transportation. A few Commissioners indicated concerns about permitting new development on the site without transportation infrastructure improvements in the Bayfront area to handle new trips that could be created by the proposed R&D building and other new developments. Transportation impacts created by the project would be studied as part of the focused EIR for the project.

Since the previous study session, the applicant has made minor modifications to the proposal, particularly with regard to open space on the project site. Details regarding development regulations, parking and circulation, open space, community amenities, design standards, and green and sustainable building

standards for the project are provided below, but remain substantially the same as described in the previous study session staff report except for details related to open space and the paseo.

Project overview

The applicant is proposing to demolish existing surface parking lots, a concrete slab, and generally unimproved landscape areas in the northern portion of the project site and construct a new approximately 260,400 square foot, five-story research and development (R&D) building. The applicant's project description is included in Attachment C, and the project plans are included as Attachment D. The applicant is proposing to develop the building utilizing the bonus level provisions. The LS-B zoning district regulations allow a development to seek an increase in FAR and/or height subject to obtaining a use permit or conditional development permit and providing one or more community amenities.

The project (including the existing 1305 O'Brien Drive building) would be developed at a floor area ratio (FAR) of approximately 92 percent, where 125 percent is the maximum for bonus level development and 55 percent plus 10 percent for commercial uses is the maximum for base level developments in the LS-B zoning district. The proposed building would have a maximum height of 92 feet, where 110 feet is the maximum height permitted for any building on a bonus level development site in the LS-B district. The average height of both buildings on the site would be 51.1 feet, below the maximum average height of all buildings on one site of 67.5 feet permitted for a bonus level development in the LS-B district.

The proposed building would be designed in an east-west orientation. The main entrance would be located on the Adams Court frontage and would include a semi-circular driveway to allow access for pick-up/drop-off and four visitor parking spaces near the entrance to the building. The main entrance would be connected to the street by a series of wide steps embedded into the landscaped berm (which is necessary due to the raised nature of the site). The proposed building would include three sections that step back to allow for open space (both public and private) to be located near the corner of Adams Court and Adams Drive. The southern façade of the building would contain loading docks, a trash enclosure and a service/storage yard that could include an emergency generator. At this time, the applicant proposes to keep the trash enclosure and the service yard separate from the facilities used by PacBio for the other building on the site.

Vehicle parking and circulation

The proposed building would be located on a podium above a partially below grade parking garage that would provide 364 parking stalls. The raised podium would allow the proposed project to comply with the flood zone requirements from the Federal Emergency Management Agency (FEMA) and the City's sea level rise (SLR) requirements. In addition to the below grade parking level, a multi-story parking garage would be integrated into the western portion of the building and would include 329 parking stalls in three levels. The two structured parking areas would not be internally connected due to space constraints that would prevent the necessary ramps and circulation from being constructed. There would be 18 surface parking stalls located near the front entrance (on Adams Court) and along the rear of the building. The combined surface and structured parking for the proposed project would provide 711 parking stalls within the development for 1350 Adams Court.

The site currently contains 373 parking stalls for the building addressed 1305 O'Brien Drive. Approximately 118 parking spaces would be removed to allow for the development of the proposed R&D building; however, those spaces would be incorporated into the parking structure. There would be a total of 966 parking spaces at the project site for both buildings, which is a ratio of 2.15 stalls per 1,000 square feet of gross floor area. For R&D and light industrial land uses, the LS zoning district requires a minimum parking ratio of 1.5 spaces per 1,000 square feet of gross floor area and a maximum parking ratio of 2.5 spaces per 1,000 square feet of gross floor area. The proposed project would comply with the Zoning Ordinance

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parking requirement.

The southern side of the building would feature a loading/service area. By virtue of its placement between the two buildings on this site, this area would not be particularly visible. A vehicle access point to the lower parking level would be provided from Adams Drive. Additionally, two vehicle access points to the parking garages would be located on the western side of the building, across from the proposed paseo. Staff will be further evaluating the location of the ramp to the lower parking level to ensure the location does not present any access issues, such as queuing of vehicles into the right-of-way (ROW) on Adams Court.

Bicycle and pedestrian parking and circulation

As part of the proposed project, it is anticipated that bicycle lanes would be constructed around the perimeter of project site along with new sidewalks. The project proposes Class II bicycle lanes on the frontage of each adjacent roadway. Future Class II bicycle lanes would be implemented as a part of future projects in the area. There would be 44 Class I secure bicycle lockers for long-term parking on the lower parking level, and there would be 14 Class II bicycle racks for short-term parking located near the entry plaza and drop-off area on the north side of the building. In addition, ConnectMenlo identifies a proposed 20-foot paseo for pedestrians and bicyclists to be located along the western edge of the site, connecting Adams Court to O'Brien Drive. This report discusses the paseo requirement and the applicant's proposal in detail in a later section.

For pedestrian circulation, sidewalks are proposed on the project frontage along O'Brien Drive, Adams Court, and Adams Drive. The sidewalks adjacent to the property would connect to the proposed paseo. Staff is working with Tarlton Properties to develop a master plan for the implementation of frontage improvements within the Menlo Business Park and along O'Brien Drive.

Open space

The proposed project would be required to provide open space equivalent to 20 percent of the project site area and would be further required to provide 50 percent of the required open space (or 10 percent of the site area) as publicly accessible open space. According to the Zoning Ordinance (Chapter 16.44.120(4)(A)), publicly accessible open space is defined as:

Publicly accessible open space consists of areas unobstructed by fully enclosed structures with a mixture of landscaping and hardscape that provides seating and places to rest, places for gathering, passive and/or active recreation, pedestrian circulation, or other similar use as determined by the planning commission. Publicly accessible open space types include, but are not limited to, paseos, plazas, forecourts and entryways, and outdoor dining areas. Publicly accessible open space must:

- (i) Contain site furnishings, art, or landscaping;
- (ii) Be on the ground floor or podium level:
- (iii) Be at least partially visible from a public right-of-way such as a street or paseo;
- (iv) Have a direct, accessible pedestrian connection to a public right-of-way or easement.

In the initial project plans, the applicant proposed to utilize the areas along the perimeter of the site as publicly accessible open space. The site is bounded on three sides by the public ROW, and the original open space proposal included landscaped areas adjacent to the proposed frontage improvements along these ROWs (new sidewalks). Following the initial study session for the project, the applicant shortened the length of the semi-circular driveway along the Adams Court frontage and created a larger publicly accessible open space southwest of the intersection of Adams Court and Adams Drive that would include additional landscaping, pathways, site furnishings, and public art. Beginning at the 1430 O'Brien Drive

property (opposite O'Brien Drive from the PacBio building), a series of innovative scientist sculptures would be located along the Adams Drive frontage of the project site. The intent of these sculptures is to provide visual interest within the open space adjacent to Adams Drive and to attract the public to the larger plaza area southwest of the intersection of Adams Court and Adams Drive, where the final sculptures of the series would be located. Meandering paths off of the sidewalk along Adams Drive would also be provided to allow the public closer access to the sculptures.

The total proposed open space would be 22.3 percent of the site area, where 20 percent is required, and the total publicly accessible open space would be 10 percent, where 10 percent is required. However, further refinements to the open space calculations are necessary, such as removing the meandering public sidewalk along O'Brien Drive from the area of publicly accessible open space, which would be required as part of the frontage improvements along O'Brien Drive and not calculated as publicly accessible open space for the project. These adjustments would likely require additional publicly accessible open space to be provided elsewhere on the site to meet the minimum open space regulations. Staff has consulted with the City Attorney's office regarding the definition of publicly accessible open space and determined that the requirement does not include areas in the right of way. The Planning Commission should consider the criteria for the publicly accessible open space and provide feedback on the applicant's revised proposal with regard to the general functionality and usability of the publicly accessible open space on this portion of the site.

Paseo requirement and ConnectMenlo

As defined in the Zoning Ordinance, paseos are pedestrian and bicycle paths that provide a member of the public access through one or more parcels and to public streets and/or other paseos. The adopted Zoning Map identifies the locations of new paseos in the Bayfront Area, including a paseo connecting O'Brien Drive to the Dumbarton Corridor along the western edge of the site. On the adopted Zoning Map, this paseo is partially located on the Facebook Willow Village site and partially on the project site. The proposed project at 1350 Adams Court utilizes the development potential of the entire parcel (floor area ratio), calculates development standards such as open space and parking across the entire parcel, and benefits from the existing building at 1305 O'Brien Drive for compliance with the height (average) requirement. Without utilizing the site's full development potential, the project could not be developed as proposed under the LS zoning. Furthermore, the paseo would provide an important connection from the Menlo Business Park and Willow Village campuses to the Dumbarton Corridor, which may serve as a future transit connection for the area. Therefore, there is a nexus to require the project to implement the paseo for the full length of the project site (O'Brien Drive to Adams Court).

As part of the applicant's current proposal, a 10-foot portion of the paseo would be provided adjacent to the Adams Court entrance driveway along the western edge of the site for the 1350 Adams Court portion of the project site. The paseo is proposed to be divided along part or all of the length of the western property line to avoid mature trees that are located between the two properties. The proposed paseo would then curve completely onto the Willow Village Project site beginning south of the 1350 Adams Court building for the remainder of the length of the paseo until it connects to O'Brien Drive. The exact location and layout of the paseo along the entire width of the site is still undetermined and may be shifted or altered depending on future discussions between the applicant, Facebook, and City staff. Staff will be working with the applicant to identify a mechanism to ensure the development of the paseo if the portion south of 1350 Adams to O'Brien Drive is not fully developed on as part of the Facebook Village Project.

As part of the original Willow Village Project plans, Facebook proposed to accommodate the paseo completely within the Willow Village Project site. However, because the provision of the paseo completely on the ProLogis site is not certain, staff is working with Tarlton Properties on the following potential options

to ensure that the project meets the minimum 10-foot contribution toward the paseo on the west end of the site:

- 1. Reserve a public access easement for a future paseo along the entire western property line for the project site. If the paseo (or a portion of the paseo) is ultimately constructed and approved entirely on the Facebook Willow Village Project, the public access easement (or portion thereof) could be removed. However, if all or a portion of the paseo is not approved and constructed entirely on Facebook property, the public access easement (and conditions of approval requiring development of the paseo on the project site) would ensure a mechanism to require coordinated development of each property's share of the entire width of the paseo. As part of this option, the applicant would need to prepare diagrams indicating how the site would accommodate the future implementation of its portion of the paseo and maintain the necessary parking for both buildings, and how the relocation of trash enclosures, chemical bunkers, utility infrastructure, and other accessory structures would be accommodated.
- 2. Require the applicant to construct 10 feet of paseo along the entire western edge of the site as part of the development of the 1350 Adams Court project, independent of any future redevelopment of the Facebook Willow Village site. This option would require coordination with the City's Transportation and Engineering Divisions. If constructed as part of the project, subsequent changes may be necessary as the Facebook Willow Village Project progresses to ensure cohesive development of the paseo. Similar to Option 1, the construction of the paseo at this time would require the relocation of the existing trash enclosure (potentially combined with the proposed 1350 Adams Court building's enclosure) and existing surface parking (potentially into the proposed garage for the 1350 Adams Court building). Other site modifications may also be necessary.
- 3. Locate the full 20 foot paseo on the Facebook Willow Village property along the southern half of the western property line in accordance with the proposal provided in the open space diagram on Sheet A8a of the current plan set. For this option to be viable, Facebook would need to record a 20-foot public access easement in the area of the future paseo on the Willow Village site and enter into an agreement ensuring paseo construction prior to approval of the proposed Adams Court project. Further discussion between Facebook, Tarlton Properties, and City staff would be necessary for this option.

The Planning Commission should provide staff and the applicant direction on the proposed paseo design, the potential implementation of a complete paseo now or in the future, and the overall design of the publicly accessible open space.

Trees and landscaping

The project would require the removal of 12 trees in the existing parking and landscape areas, 10 of which are heritage size trees. A minimum of 20 heritage tree replacements would be necessary, per the required two-to-one replacement ratio.

Community amenities

The LS-B zoning district permits bonus level development, subject to providing one or more community amenities equal to the community amenity value identified through the appraisal process. As part of the ConnectMenlo process, a list of community amenities was generated based on public input and adopted through a resolution of the City Council. Community amenities are intended to address identified community needs that result from the effect of the increased development intensity on the surrounding community. Project requirements (such as the publicly-accessible open space, and street improvements determined by the Public Works Director) do not count as community amenities.

An applicant requesting bonus level development must provide the City with a proposal indicating the specific amount of bonus development sought and the proposed community amenity to be provided in exchange. The value of the amenity to be provided must equal 50 percent of the fair market value of the additional GFA of the bonus level development. The applicant must provide an appraisal performed in accordance with the City's appraisal instructions which will identify the community amenity value. The City is in the process of finalizing its appraisal instructions and anticipates publication of the final instructions in the very near future. Staff and the applicant will continue to work together through the process as the project plans are refined. The applicant has not yet proposed a community amenity to be provided in exchange for bonus level development. The applicant's proposal for community amenities will be subject to review by the Planning Commission through a later study session and/or in conjunction with the project entitlements.

Design standards

In the LS zoning district, all new construction and building additions of 10,000 square feet of GFA or more must meet design standards subject to architectural control review. The design standards regulate the siting and placement of buildings, landscaping, parking, and other features in relation to the street; building mass, bulk, size, and vertical building planes; ground floor exterior facades of buildings; open space, including publicly accessible open space; development of paseos to enhance pedestrian and bicycle connections between parcels and public streets in the vicinity; building design, materials, screening, and rooflines; and site access and parking.

The design of the proposed life sciences building would have a contemporary architectural style, utilizing low-e blue tinted glass for the majority of the building facades along with glass fiber reinforced concrete (GFRC) panels in tones of grey and white. The glass facades would have aluminum mullions. The horizontal panels would be eggshell white and the vertical accent panels would be shades of grey. The building would be designed in three sections that would be offset to provide articulation along the main façade (Adams Court frontage). Based on preliminary staff analysis, the proposed offsets would meet the design standards for articulation and building breaks. The main entry of the proposed building would be located in the middle section and would be clad in glass curtain walls with a metal panel projection framing the entrance and an additional awning projection over the entry doors. Stair towers would be located on the east and west ends of the building and would project above the roof level. The stair tower on the eastern side of the building would be predominately clad in glass.

The proposed parking structure would be integrated into the western portion of the building and would extend to the south behind the building façade. The façade along Adams Court and the portion of the west façade, north of the stair tower would be clad in pre-cast concrete panels and tinted low-e glazed storefronts or curtain walls mounted on pre-cast concrete. The pattern for the two story above grade garage portion would differ slightly in architecture from the other two sections of the building and the upper floors on the western section; however, the architectural style and materials would be generally consistent. The parking garage would extend beyond the footprint of the upper levels to the south, but would not be generally visible from the Adams Court ROW. However, the parking garage would be located adjacent to the publicly accessible paseo along the western edge of the site. That façade would include a glass storefront entry into the parking garage with pedestrian access to the public open space and paseo along the edge of the property. The parking garage elevation would be approximately 34 feet in height from the podium level and would include pre-cast concrete panels and perforated metal panels within the openings on the north and west elevations. The southern elevation would include perforated metal panels in some of the openings on the first, second, and third levels.

As previously mentioned, the applicant proposes to the meet the minimum public open space requirement

of 10 percent of the lot area by providing additional landscaping, seating areas, and pathways along the public ROWs, in an area at the corner of Adams Court and Adams Drive, and as part of the proposed paseo.

With regard to the overall project design/style and the application of LS district standards, staff believes that the application would be in compliance based on preliminary staff analysis. Staff is continuing to evaluate the proposed project for compliance with the LS zoning district requirements. The Planning Commission may wish to provide additional feedback on the proposed building, parking structure, and site layout before the project advances. In terms of the proposed building design and parking and circulation plans, the project has not changed substantially from the previous study session.

Green and sustainable building

In the LS zoning district, projects are required to meet green and sustainable building regulations. The proposed building will be required to meet 100 percent of its energy demand through any combination of onsite energy generation, purchase of 100 percent renewable electricity, and/or purchase of certified renewable energy credits. Additionally, as currently proposed, the new building will need to be designed to meet LEED (Leadership in Energy and Environmental Design) Gold BD+C, comply with the electric vehicle (EV) charger requirements adopted by the City Council in November 2018, and incorporate bird-friendly design in the placement of the building and the use of exterior glazing. Other green building requirements, including water use efficiency, placement of new buildings 24 inches above the Federal Emergency Management Agency (FEMA) base flood elevation (BFE) to account for sea level rise, and waste management planning, would also apply to the project. Details regarding how the proposed building would meet the green and sustainable building requirements will be provided as the project plans and materials are further developed.

Planning Commission considerations

The following comments/questions are suggested by staff to guide the Commission's discussion, although Commissioners should feel free to explore other topics of interest.

- Publicly Accessible Open Space. Are the proposed landscape borders, pedestrian paths (not including the required paseo) around the perimeter of the site, the open space at the northeast corner of the site, and the proposed innovative scientist sculptures adequate to serve as publicly accessible open space? Is the expanded open space at the northeast corner of the site adequately sited and programmed? According to the LS zoning regulations, publicly accessible open space must contain site furnishings, art, or landscaping; be on the ground floor or podium level; be at least partially visible from a public right-of-way; and have a direct, accessible pedestrian connection to a public right-of-way.
- Paseo. Are plans for two 10-foot paseo segments divided by a row of trees between the Facebook Willow Village Project site and the subject property appropriate in order to preserve the mature trees along the western edge of the project site? Is it acceptable for the applicant to place a 10-foot public access easement over the designated paseo location on the southern half of the project site, delaying construction to coordinate with the development of the Facebook Willow Village site? Alternatively, should the applicant provide the required 10 feet of paseo at this time along the full length of the western edge of the site if Facebook does not record a 20-foot easement for the paseo entirely on the Willow Village site?
- Architectural Design and Materials. Is the architectural design of the proposed building appropriate for its use as a life sciences building? With regard to the architectural context of the site, is the proposed architectural design compatible with the existing building at the project site and does the overall site

function well together? Does the Commission believe that the proposed materials are appropriate for the building? Is the overall aesthetic approach for the project consistent with the Planning Commission's expectations for new development in the LS zoning district?

• **Site Access and Layout.** Is the proposed site circulation to both the below grade parking level, parking structure, and the service/loading dock generally acceptable, given that below grade parking level and above-grade parking structure are not interconnected? Is the drive aisle between the future paseo and the parking garage appropriate? The Planning Commission should also review and provide direction on the pedestrian access from the public ROW and future paseo to the building.

Correspondence

As of the writing of this report, staff has not received any correspondence regarding the project.

Impact on City Resources

The project sponsor is required to pay Planning, Building and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project.

Environmental Review

A focused EIR will be prepared for the proposed project. The terms of the settlement agreement with East Palo Alto require projects seeking bonus level development to complete an EIR. On February 13, 2018, the City Council authorized the City Manager to enter into a contract with ICF, Inc. to complete the environmental review and prepare an initial study and EIR for the proposed project. A focused EIR will be prepared only on the topics that warrant further analysis, including a transportation and housing analysis and other topics as described in the CEQA Review section earlier in this report. The Planning Commission would take the final action on the project entitlements, including the certification of the EIR, after the completion of the environmental review and any revisions to the plans based on feedback from the Planning Commission and Planning staff.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 1,320-foot radius of the subject property.

Attachments

- A. Location Map
- B. Notice of Preparation and Initial Study: https://www.menlopark.org/ArchiveCenter/ViewFile/Item/8773
- C. Project Description Letter
- D. Project Plans
- E. Traffic Impact Assessment (TIA) Study Intersections
- F. Correspondence

Disclaimer

Attached are reduced versions of maps and diagrams submitted by the applicants. The accuracy of the information in these drawings is the responsibility of the applicants, and verification of the accuracy by City

Staff Report #: 19-003-PC Page 14

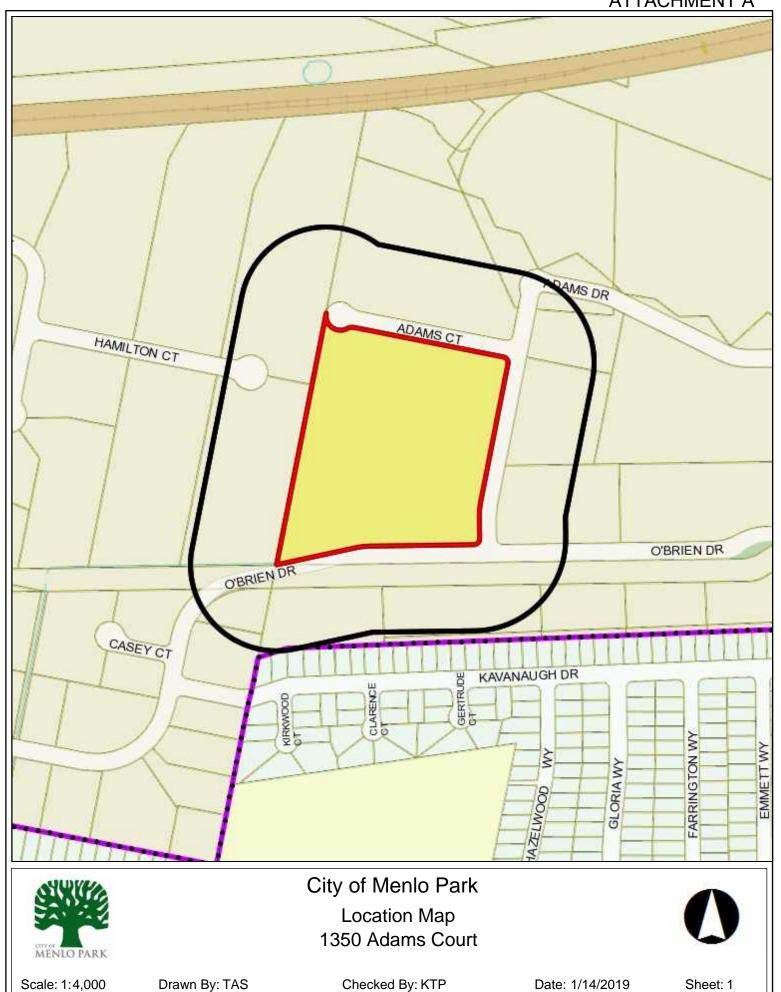
Staff is not always possible. The original full-scale maps, drawings and exhibits are available for public viewing at the Community Development Department.

Exhibits to Be Provided at Meeting

Color and materials board

Report prepared by: Tom Smith, Senior Planner

Report reviewed by: Kyle Perata, Acting Principal Planner



1350 ADAMS COURT

January 7, 2019

To the Menlo Park Planning Commissioners:



Tarlton Properties and DES have listened carefully to your ideas and comments from the April 9, 2018 Study Session and have taken the time to incorporate them by further developing the site designs for 1350 Adams Court. From your feedback we have been inspired to substantially enhance the "publicly accessible open space" and keep the building architecture and location intact. As a part of the enhancements, we have created "The Menlo Park Labs Innovation Science Walk".

After consideration of the LS District's description of potential uses for publicly accessible open space, which include seating and places to rest, pedestrian circulation, and public art or landscaping¹, our Innovation Science Walk features additional site furnishings and publicly accessible green space, a meandering publicly accessible path through enhanced landscaping, and an allée of new native trees, as well as a public art installation by world renown sculptor Gordon Huether.

This publicly accessible open space provides historic statues along the Innovation Science Walk, giving the public and tenants a wonderful and relevant history lesson about the scientists who drove the advancement of life sciences and technology. The Innovation Science Walk runs the length of the public open space along Adams Drive and turns the corners onto both Adams Court and O'Brien Drive forming a complete connection around the site to the designated paseo along the Facebook Willow Campus property line.

The new publicly accessible walkway will meander through the landscaping, existing pine trees and among the new public art statues, to a new allée of native trees parallel with the street. The course of the art walkway connects at a number of places to the additional new City-required public sidewalk along the curb edge of Adams Drive, O'Brien Drive and Adams Court. The trees selected for the allée are vine maples; a species from the native California list which are also suitable for planting in the underground Silva cells which serve as bioretention.

399 Bradford Street

Redwood City, California 94063

Tel 650-364-6453

Fax 650-364-2618

www.des-ae.com

¹ Menlo Park Municipal Code § 16.44.120(4)(A).

1350 ADAMS COURT



Page 2 of 3

Along the meandering walk, visitors and tenants can enjoy seating areas and views of the sculptures. At the corner of Adams Court and Adams Drive, the area of publicly accessible open space has been increased by roughly 558% from the plan you saw in April, to create a very attractive and usable area for public engagement. Along Adams Drive and at this corner, the heritage pine trees have been preserved and the existing ivy-covered screen wall will be removed. At Adams Court, the walkway leads up onto the podium level seating area with two more of the Huether sculptural figures. The public sidewalk continues down Adams Court to the designated paseo on the Property's western edge.

From the newly established Menlo Park Labs Amenity Building at 1440 O'Brien Drive (fitness center, conference center and public restaurant EATS at 1440), a single statue will point the way across O'Brien Drive to the Innovation Science Walk. At the corner of Adams Drive and O'Brien Drive a statue will be on the raised path, as it passes over the berm and around the corner to O'Brien Drive. Parallel to O'Brien Drive, the meandering walkway will flow through the existing landscape and amongst the heritage trees, as it heads west. The Menlo Park Labs Innovation Science Walk continues north along Adams Drive parallel to the public sidewalk, into the landscaped open space. Statues of esteemed scientists are dotted along the meandering paths, with identifying plaques to provide educational context to the public.

At the west end of the 1350 Adams Court Building, the entries into the parking garage have been revised. Where there was previously a driveway access to the above-grade parking turning directly off Adams Court, the entry to the upper garages has been located on the southwest end of the garage, off the service driveway parallel with the west property line. This has the advantage of reducing the number of curb cuts on Adams Court and simplifies the turning movements keeping them on-site. Visitor parking is on the main level and tenant parking will be on the upper or underground levels.

Parallel to the west end of the building and the service driveway, which is set back 15' from the west property line, the landscaped area above the existing 48" storm drain pipe and 15' wide public utility easement will be developed into a half-width paseo. This half paseo will be a link in the chain of circulation to the future transit station north of the Facebook Willows Campus Property. When Facebook develops the Willow Campus Property, the remaining half of the paseo, or a full width paseo, can be installed on their property. (Note: While our understanding with Facebook is that the paseo in this area would be constructed on their property as a part of the redevelopment of their Willow Campus site, we recognize that their project has been somewhat delayed, and we propose to provide for half a paseo on the portion of our redeveloped property where this is feasible.) The existing line of heritage trees along the property line on the Facebook property will be preserved and a 6' circulation path will be

1350 ADAMS COURT



Page 3 of 3

designed on the 1350 Adams side of the property line. This path will allow connection from the Adams Court cul-de-sac to the midpoint of the site, where the path is planned to connect to the future 20' wide paseo to be provided by Facebook on their property, or the half-width paseo could be continued on the 1305 O'Brien property if that is redeveloped first. Along the paseo, in keeping with LS zoning requirements, four lighted seating areas will be provided at 100' intervals. The on-site portion of the paseo and circulation path contribute to the calculation of square footage of the publicly accessible open space on the 1350 Adams Court site.

We at Tarlton Properties and DES believe these enhancements to an already strong design result in an inspiring project. The meandering paths, educational sculptures and lush landscaping accomplish the goals stated in the Study Session for public open space. We are truly excited about "The Menlo Park Labs Innovation Science Walk". The easy flow of circulation, public seating, green space, and the introduction of fine art will draw the public and tenants to the site for both active and passive use. We look forward to presenting and discussing these refinements with you at our next study session on January 14th.

ATTACHMENT D



LOT 3 NORTH-1350 ADAMS COURT

PLANNING RESUBMITTAL 01-07-19





SHEET INDEX GO COVER SHEET G1 PROJECT DATA A1a EXISTING VICINITY MAP A1b FUTURE VICINITY MAP A1c ENLARGED EXISTING VICINITY MAP A2 EXISTING SITE CONDITIONS - SITE PHOTOS EXISTING LOT 3 SITE PLAN PROPOSED OVERALL SITE PLAN A5b PROPOSED ENLARGED SITE PLAN A5c PROPOSED RIGHT OF WAY IMPROVEMENTS A5d PROPOSED RIGHT OF WAY IMPROVEMENTS & OPEN SPACE FIRE TRUCK CIRCULATION AND BUILDING HEIGHT DIAGRAMS FIRE ACCESS DIAGRAMS ARA OPEN SPACE DIAGRAM A8b EXAMPLES OF AMENITIES AT PUBLICLY ACCESSIBLE OPEN SPACE PROPOSED ARTWORK AT PUBLIC SPACE GROSS FLOOR AREA DIAGRAMS A10 GROSS FLOOR AREA DIAGRAMS A11 PO LEVEL PARKING PLAN A12 LEVEL 1/ ENTRY, P1 LEVEL PARKING PLAN A13 P2 LEVEL PARKING PLAN A14 LEVEL 2, P3 LEVEL PARKING PLAN A15 LEVEL 3 PLAN A16 LEVEL 4 PLAN A17 LEVEL 5 PLAN A18 ROOF PLAN A19 PROPOSED BUILDING ELEVATIONS A20 PROPOSED BUILDING ELEVATIONS A21 NORTH-SOUTH BUILDING SECTIONS A22 EAST-WEST BUILDING SECTIONS A24 TRASH ENCLOSURE ELEVATIONS A25 ELEVATION DIAGRAMS A26 ELEVATION DIAGRAMS A27 STREETSCAPE ELEVATIONS AR1 RENDERING - VIEW FROM ADAMS DRIVE/ ADAMS COURT

AR2 RENDERING - VIEW FROM ADAMS DRIVE/ ADAMS COURT INTERSECTION (EXISTING TREES SHOWN)
AR3 RENDERING - VIEW FROM ADAMS COURT/ BUILDING ENTRY AR4 RENDERING - VIEW FROM ADAMS COURT (NORTH AND WEST

SIDE OF BUILDING AND GARAGE) LO1 EXISTING TREE PLAN - ENTIRE SITE LO2 EXISTING TREE PLAN - PROJECT SITE TREE PROTECTION NOTES & DETAILS

LOS FRONTAGE LANDSCAPE COMPLIANCE DIAGRAM TOPOGRAPHY MAP NORTH

EXISTING EASEMENTS AND PROPERTY LINE EXHIBIT

PRELIMINARY STORMWATER MANAGEMENT PLAN C5a EXISTING IMPERVIOUS/PERVIOUS AREA EXHIBIT
C5b PRELIMINARY PROPOSED IMPERVIOUS/PERVIOUS AREA EXHIBIT

FIRE TRUCK TURNING AND FIRE HYDRANT COVERAGE

LANDSCAPE PLAN

TOPOGRAPHY MAP SOUTH

C2a PRELIMINARY UTILITY PLAN

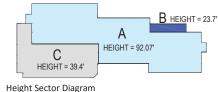
C2b PRELIMINARY UTILITY PLAN C3a PRELIMINARY GRADING PLAN

C3b PRELIMINARY GRADING PLAN C3c PRELIMINARY GRADING PLAN C3d PRELIMINARY GRADING PLAN

C7 RECOLOGY TRUCK TURNING EXHIBIT

		LS ZONING REQUIREMENT (BONUS LEVEL)	PROPOSED DEVELOPMENTS								
			1305 O'BRIEN DRIVE (EXISTING)		1350 ADAMS COURT	(NEW BUILDING)	OVERALL SITE			
SITE AREA	MIN	25, 000 SF	295,876 SF			192,040 SF		487,916 SF			
	MIN	100' X 100' lot size						(11.2 Acres)			
			Width	654'-11"		Width	654'-11"	654'-11"			
			Depth (West)	566'-10"		Depth (West)	325'-3"	892'-1"			
			Depth (East)	366'-3"		Depth (East)	294'-0"	660'-2"			
BUILDING		-	188. 104 SF	TOTAL		260,400 SF	TOTAL	448,504 SF			
AREA			(PACBIO)			60,170 SF	TYPICAL FLOOR	,			
			Level 1	128.873 SF		Below Grade (Stair)	375				
			Level 2	58.853 SF		Level 1	39.370				
			Chemical Storage/ Other	378 SF		P2 Intermediate (Stairs)					
			TOTAL	188, 104 SF	-	Level 2	35.580				
			TOTAL	100, 104 31		Level 2	60.170				
						Level 4	60,170				
						Level 5	60,170				
						Roof	2.960				
						TOTAL	2,960	-			
						TOTAL	260,400				
						See Sheets A9 & A10	for square footage calcs by floor				
FAR		125%	(Building area total/ Site (188,104 + 260,400) / 48					91.92 %			
BUILDING HEIGHT	MAX	110'	35'			92.07' (Measured to to average natural grade	p of parapet from existing)				
					Footprint (Sq						
BUILDING		67.5' average	Building	Sector	Ft)	Bldg Height (Feet)	Footprint x Building Height				
AVERAGE		Using Footprint Method	1305 O'Brien Drive	Whole Building							
HEIGHT			1350 Adams Court	A- Lab	60,170						
		N		B-L1 Extension							
		Note: 1350 Adams Drive height calculted from (E)		C- Garage	26,314	39.4	1,036,772				
		average natural grade =									
		11.6' (sea level)	Footprint x Building Heig								
			Footprint Total (1305 O'								
		1305 O'Brien Drive height calculated from (E) permit package	Average Height				51.13				
SET BACKS		5' min at STREET	Front Yard	65'-0" - 191'-0"		Front Yard	30'-8" at STREET (Adams Court	t)			
		10' min at INTERIOR, SIDE	Rear Yard	296'-0"		Rear Yard	51'-6" at REAR/ INTERIOR				
		and REAR	West Side Yard	123'-0"		West Side Yard	51'-6" at SIDE				
			East Side Yard	130'-0" - 145'-0		East Side Yard	72'-10" at STREET (Adams Driv	e)			
BUILDING			129,218 SF			88,270 SF		(E) + (Proposed) /			
FOOTPRINT			43.68%			45.96%		Total Site =			
								217,488 SF			
								44.57%			
LANDSCAPE			42,412 SF			34,047 SF		(E) + (Proposed) /			
RATIO			14.33%			17.72%		Total Site =			
	1					1		76,459 SF			
								15.67%			
PAVING			124,246 SF			69,723 SF		(E) + (Proposed) /			
RATIO			41.99%			36.30%		Total Site =			
	1							193,969 SF			
								39.76%			

		LS ZONING REQUIREMENT (BONUS LEVEL)					pn	2000	ED DEVELOR	MENTO						
	(BONUS LEV		PROPOSED DEVELOPMENTS 1305 O'BRIEN DRIVE (EXISTING) 1350 ADAMS COURT (NEW BUILDING)													
PARKING	MIN	1.5 cars/ 1000 SF	1000 O BIGLIVE	AUVE (ES	Regular					Total Stalls per	Regular	ADA	EV Charger (Pre-wire &	EV Parking	Bike/ Motorcycle	
	MAX	2.5 cars/ 1000 SF		Total		ADA Count	EV Count		(LEVEL)	Level	Count	Count	Installed)	Only	Count	
			Existing Parking	373	337	7	29		Podium 0	364	344		20			
				118	118	0	0		Podium 1 (ADA)	71	13	16	6	36		
			Stalls To Be Removed		within (N)	Parking Gar	ars to be replaced arking Garage						(1 Van + 2 ADA EV)			
			Stalls To	255	219	7	29		Podium 2	129	117		12			
			Remain			(3 Van + 4	(1 Van		Podium 3	129	117		12			
						ADA)	EV)		On Site - Front	4	2	2				
									On Site - Rear	14	14					
			Required: 373 st	quired: 373 stalls per conditions of approval												
								Garage Total					693			
									Surface Total					18		
									Totals		607	18	50		2	
Note:									Grand Total (N)	stalls				711		
	rovided Pa	rking Stall Sizes:							T	0 400	. o.n.	No.	055			
Regular stalls ADA stalls	egular stalls 8'-6" x 16'-6"			Total Remaining Cars, 1305 O'Brien Drive 255 Total New Cars, 1350 Adams Ct. 711												
ADA stalls EV stalls																
								SITE TOTAL, LOT 3 966 total stalls Parking Ratio: 2.15 stalls/ 1000 SF								
Motorcycle Stalls 4'-0" min x 16'-6"			Parking Ratio: 2.16 stalls/ 1000 SP													
FV	MIN	EV pre-wire total= 5%	(E) parking has EV provided and exceeds current requirements									Required: Provided:				
CHARGERS		(total parking) EV installed total= 6+							Pre-wire= 5%(71	36 pre-wire 20 pre-wi		20 pre-wire				
		[1%(total parking stalls)]							Installed =6+ [19	14 installed 30 installed		30 installe				
									Total				50		5	
RIKE	MIN	1 bike /5000 SF											Required: Pro		Provided:	
PARKING									(260,400)/5000 =				53 total		58 tota	
		20% short-term							Short term = 209	6 (53)			10		1	
		80% long-term							Long term = 809	i (53)			43		4	
OPEN SPACE	MIN	Open space = 20% of total SITE AREA	(SEE SHEET A8a)									OVERALL SITE				
		97,584 SF MIN	Provided Open Space=									109,020= 22.34%				
	MIN	Public open space= 10% of total SITE AREA														
		48,792 SF MIN.					Provided	Public C	Open Space =				48,800 SF=	10.0%		
	MIN	Private open space= 10% of total SITE ARFA	· · · · · · · · · · · · · · · · · · ·													
		48,792 SF MIN.	Provided Private Open Space =										60,220 SF= 12.34%			
			NOTE - no open space in right-of-way is counted towards totals shown above													



CONTACT CLIENT/ OWNER

MENLO PARK PORTFOLIO II,

PHONE: (650) 330-3600 (650) 330-3636 WEBSITE: WWW.TARLTON.COM 1530 O'BRIEN DRIVE, SUITE C JOHN TARITON CONTACT: MENLO PARK, CALIFORNIA RON KRIETEMEYER

ARCHITECTS

94063

DES ARCHITECT + PHONE: **FNGINFFRS** WEBSITE: 399 BRADFORD STREET CONTACT:

(650) 364-2618 WWW.DES-AE.COM SUSAN ESCHWEILER KENNY HUNG REDWOOD CITY, CALIFORNIA

(650) 364-6453

ZONING DESIGNATION:

CONSTRUCTION TYPE:

ADAMS DRIVE/ ADAMS COURT

TARLTON

LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

PROJECT DATA

11-28-17 01-07-19 10-19-18







TARLTON

LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

EXISTING VICINITY MAP $^{\frac{0320\cdot18}{101\cdot91\cdot18}}$ A1a







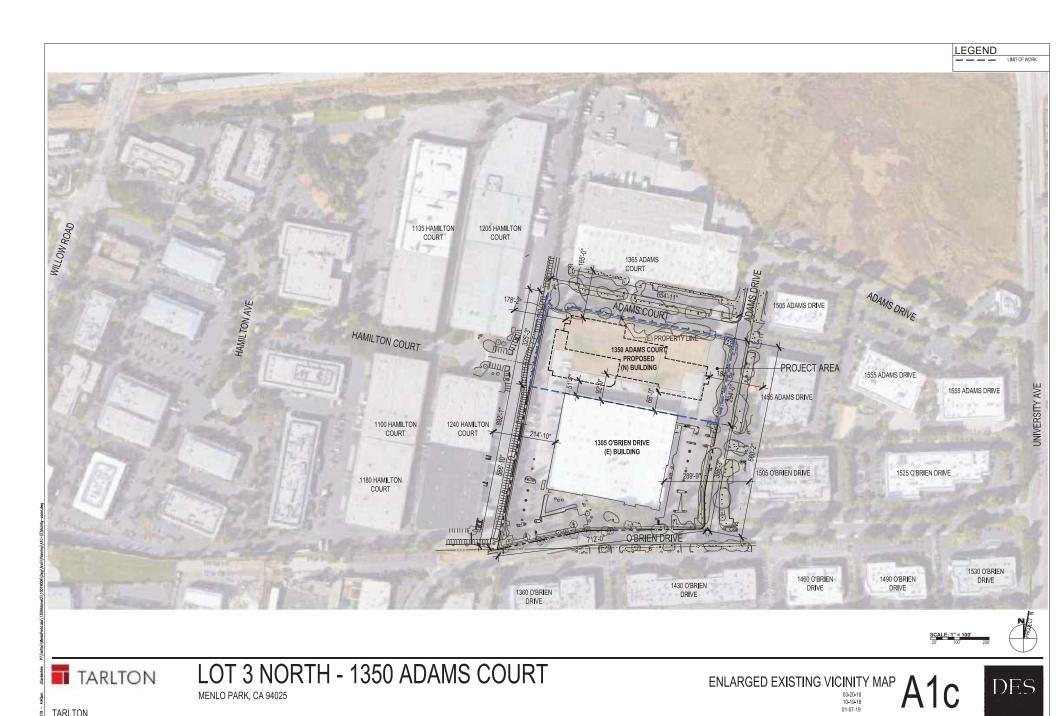


TARLTON

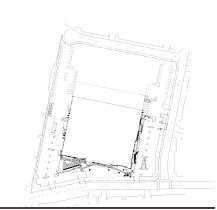
LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

FUTURE VICINITY MAP A1b



TARLTON DES Project Number: 10019.006 MENLO PARK, CA 94025





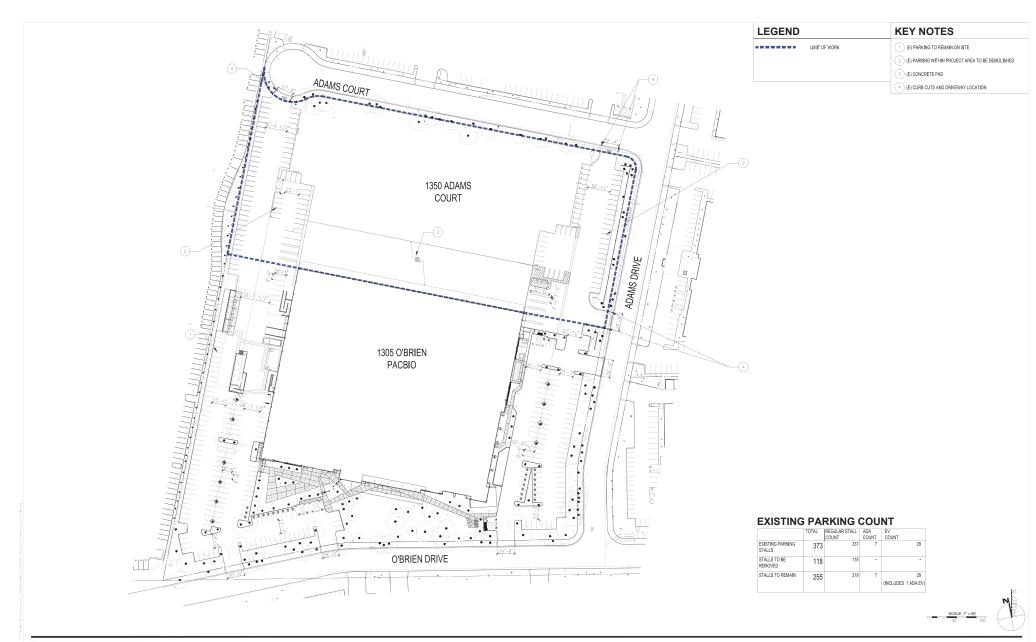
LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

EXISTING SITE CONDITIONS - SITE PHOTOS

-28-17 I-20-18 A2







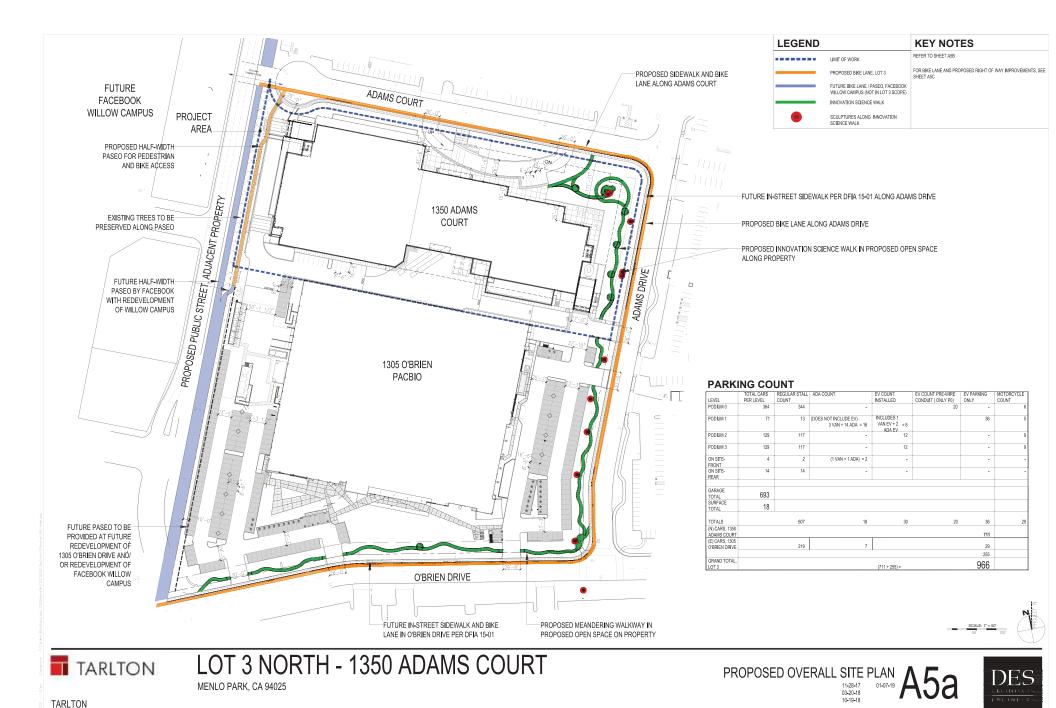
DES Project Number: 10019,006

LOT 3 NORTH - 1350 ADAMS COURT

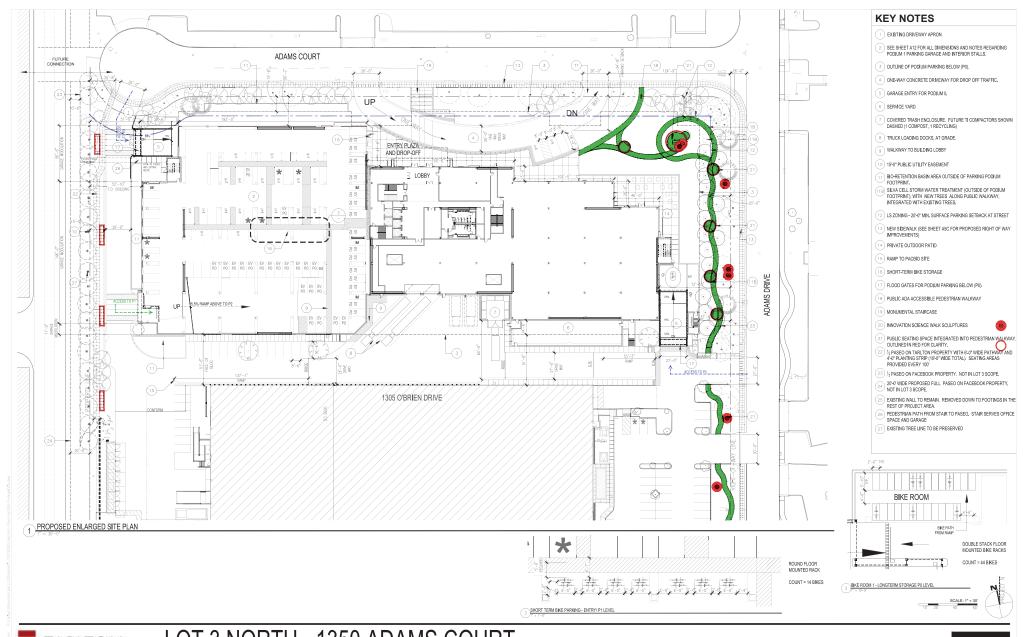
MENLO PARK, CA 94025

EXISTING LOT 3 SITE PLAN
11-28-17
03-20-18
10-19-18





DES Project Number: 10019.006



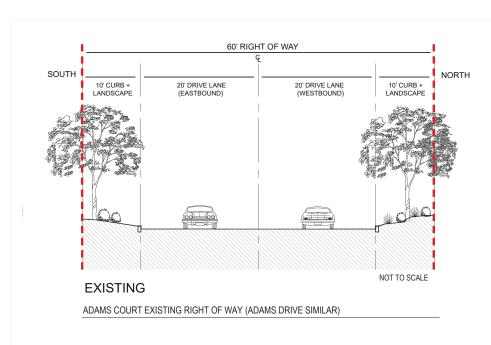
TARLTON

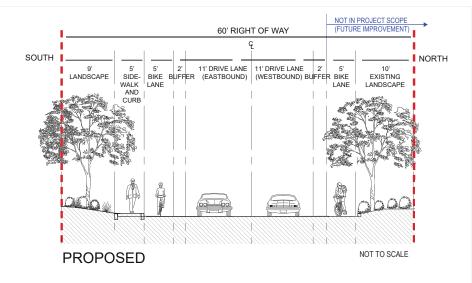
LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

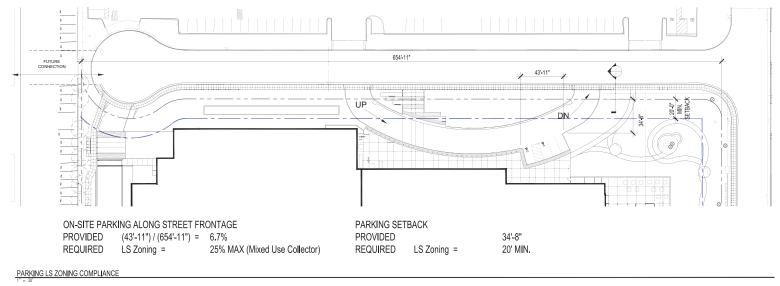
PROPOSED ENLARGED SITE PLAN
11-28-17 01-207-19
03-20-16







ADAMS COURT PROPOSED RIGHT OF WAY IMPROVEMENTS (ADAMS DRIVE SIMILAR)



TARLTON

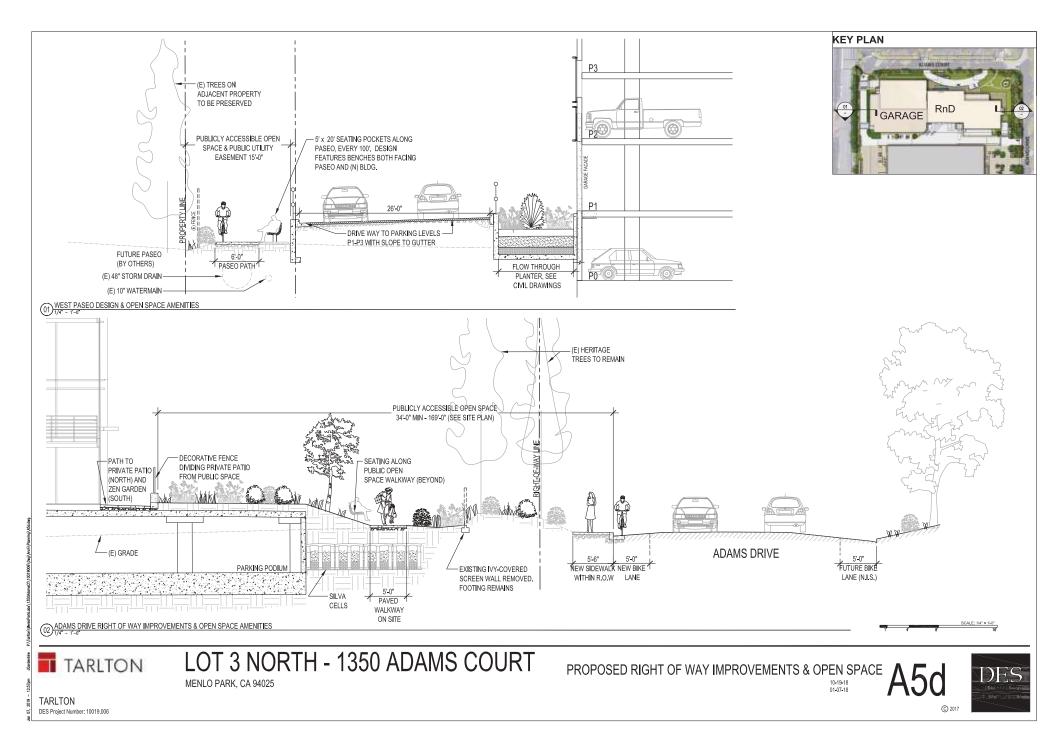
LOT 3 NORTH - 1350 ADAMS COURT

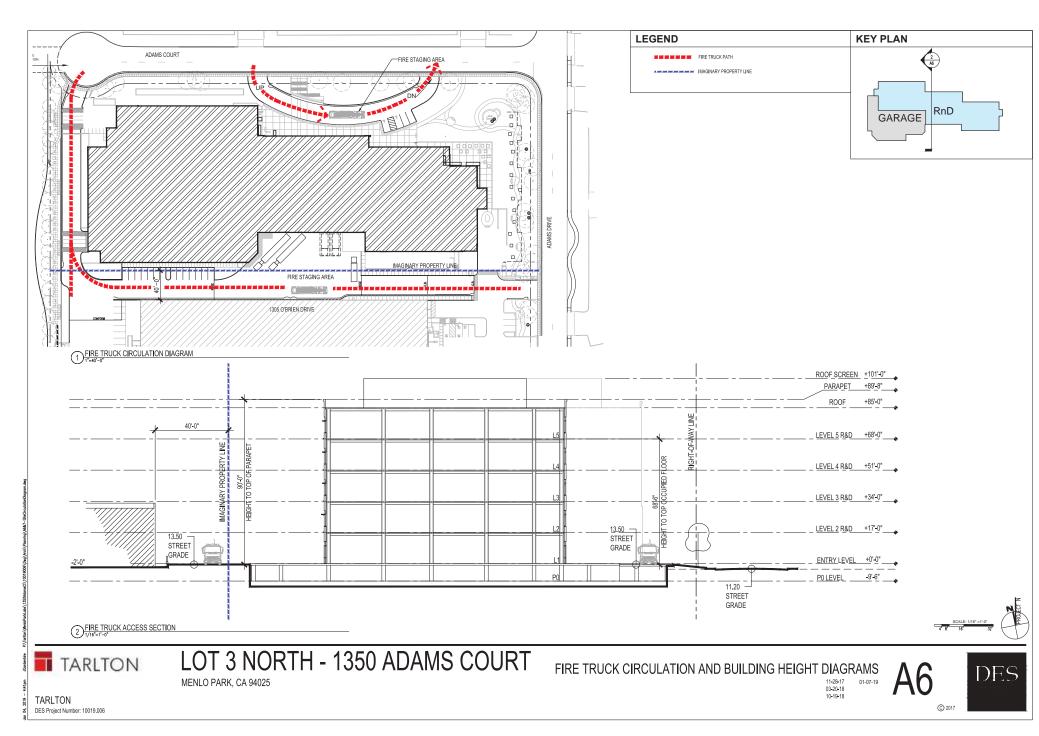
MENLO PARK, CA 94025

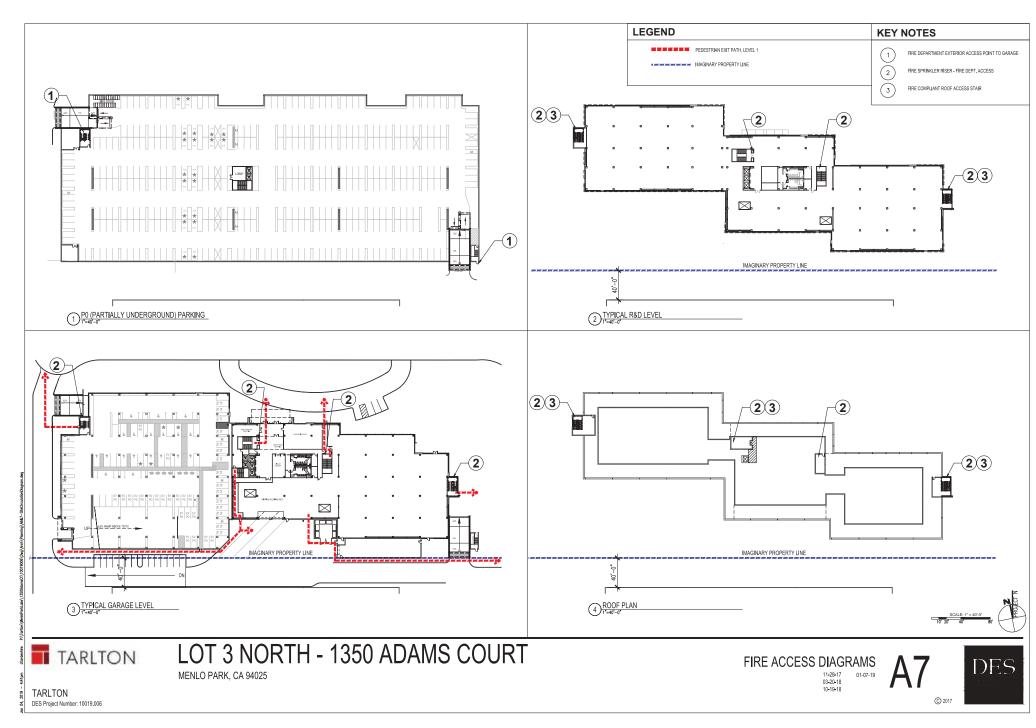
PROPOSED RIGHT OF WAY IMPROVEMENTS
03-20-18
10-19-12



D10









ADAMS COURT CONNECTION TO-FUTURE PASEO EXISTING TREES ON WILLOW CAMPUS TO REMAIN

1. FRONT ENTRY



BENCHES TO BE CONCRETE

2. CONCRETE PAVING





3. PUBLIC SEATING AREA







4. PUBLIC PLAZA AREA





5. BIKE RACK







LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

EXAMPLES OF SITE FURNISHINGS AT PUBLICLY ACCESSIBLE OPEN SPACE

11/28/2017 01/07/2019 03/20/2018 10/19/2018









INNOVATION SCIENCE WALK ALONG ADAMS DRIVE - AERIAL VIEW









INNOVATION SCIENCE WALK - SCULPTURE DESIGN EXAMPLES



LOT 3 NORTH - 1350 ADAMS COURT

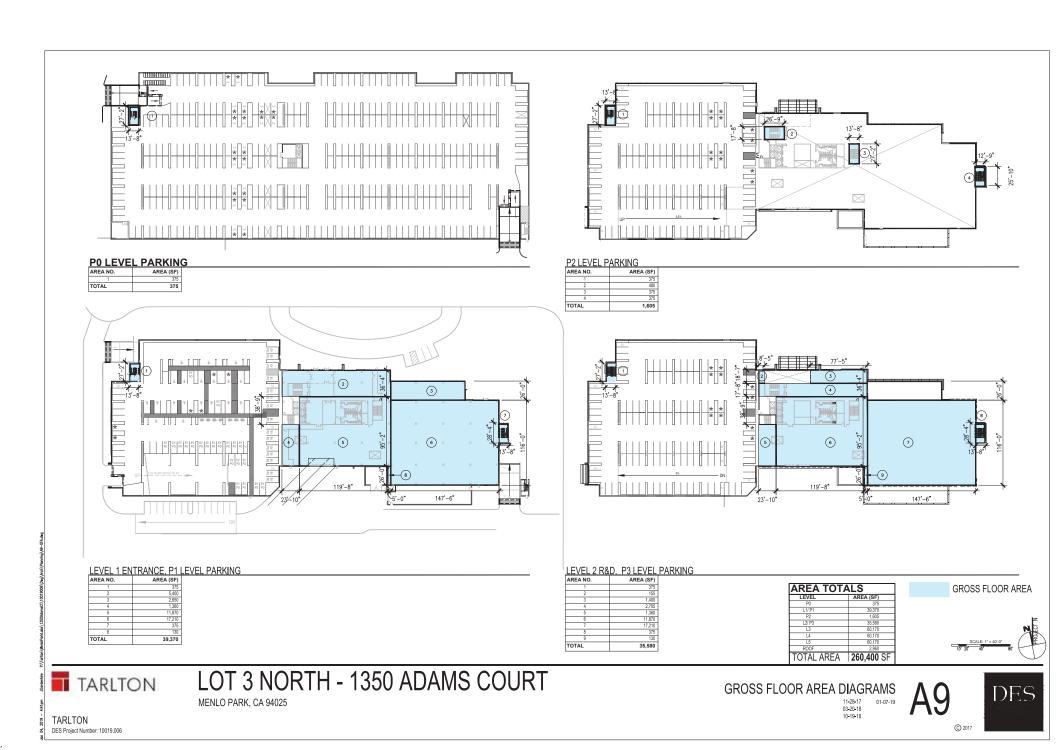
MENLO PARK, CA 94025

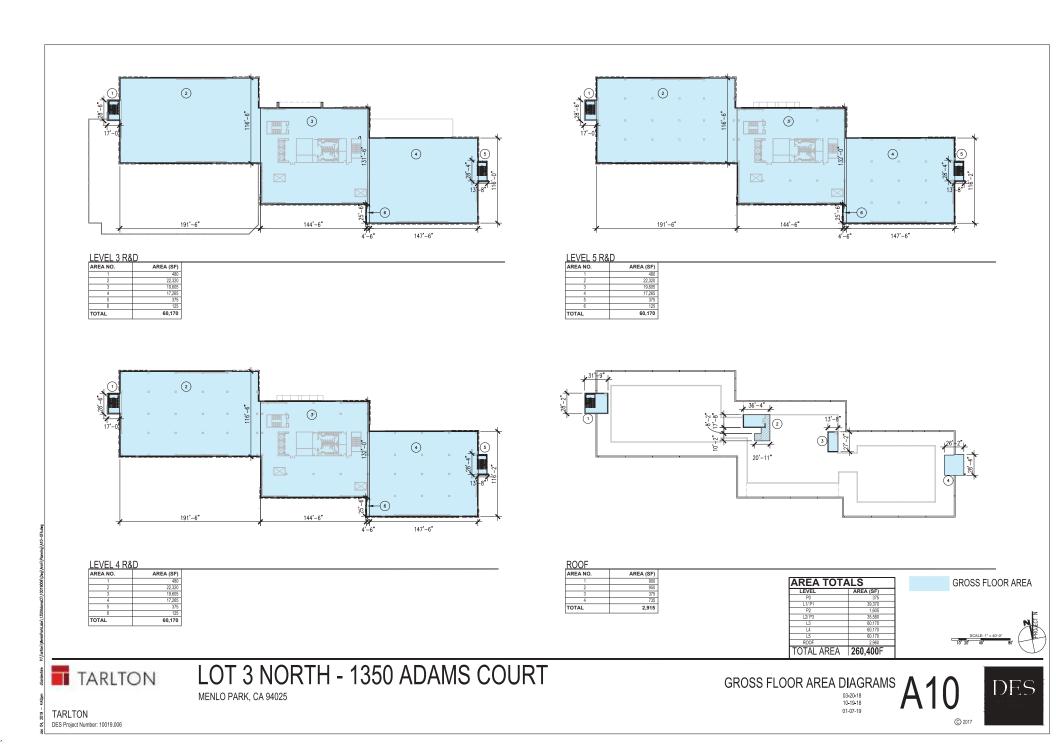
PROPOSED ARTWORK AT PUBLIC OPEN SPACE

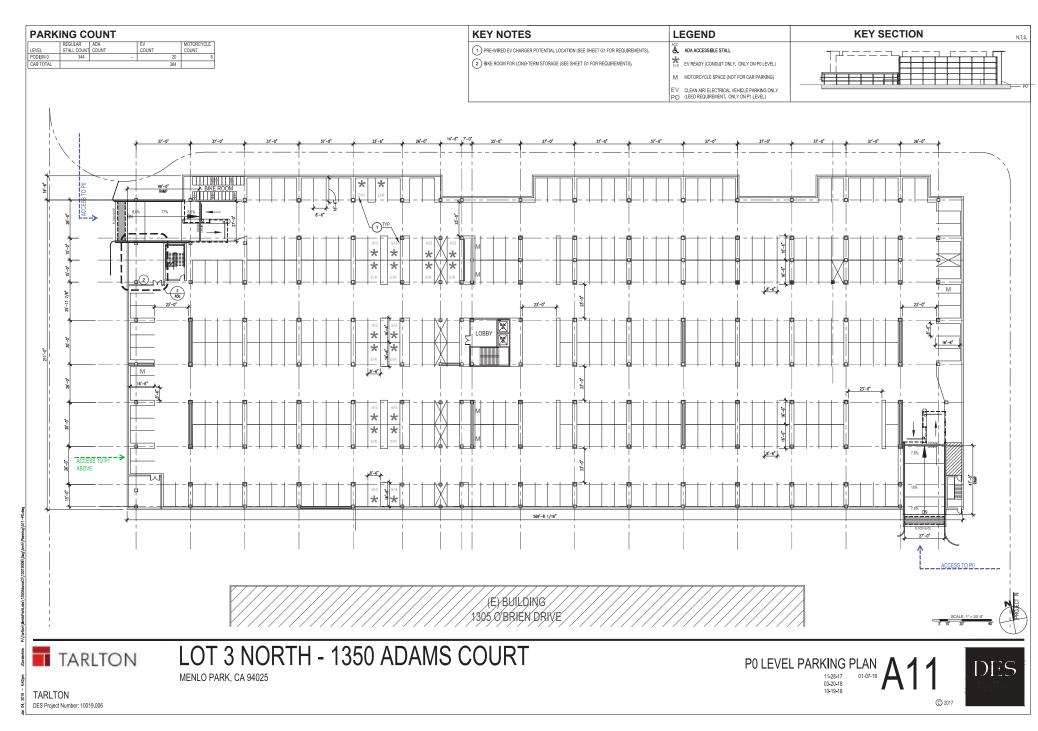
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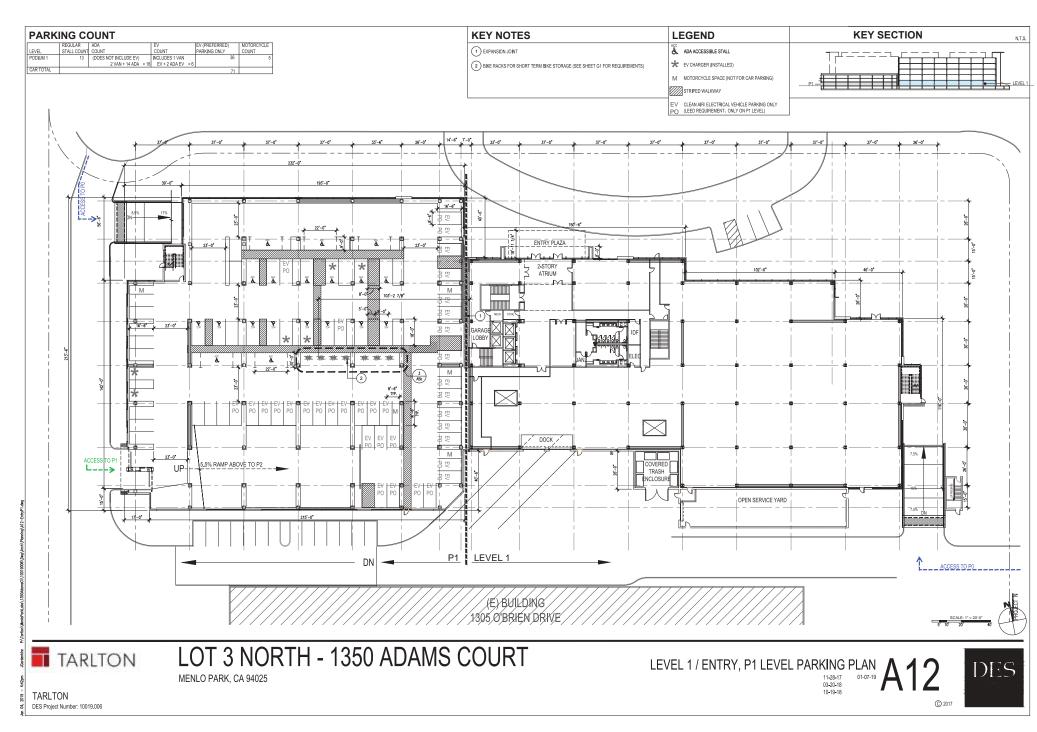


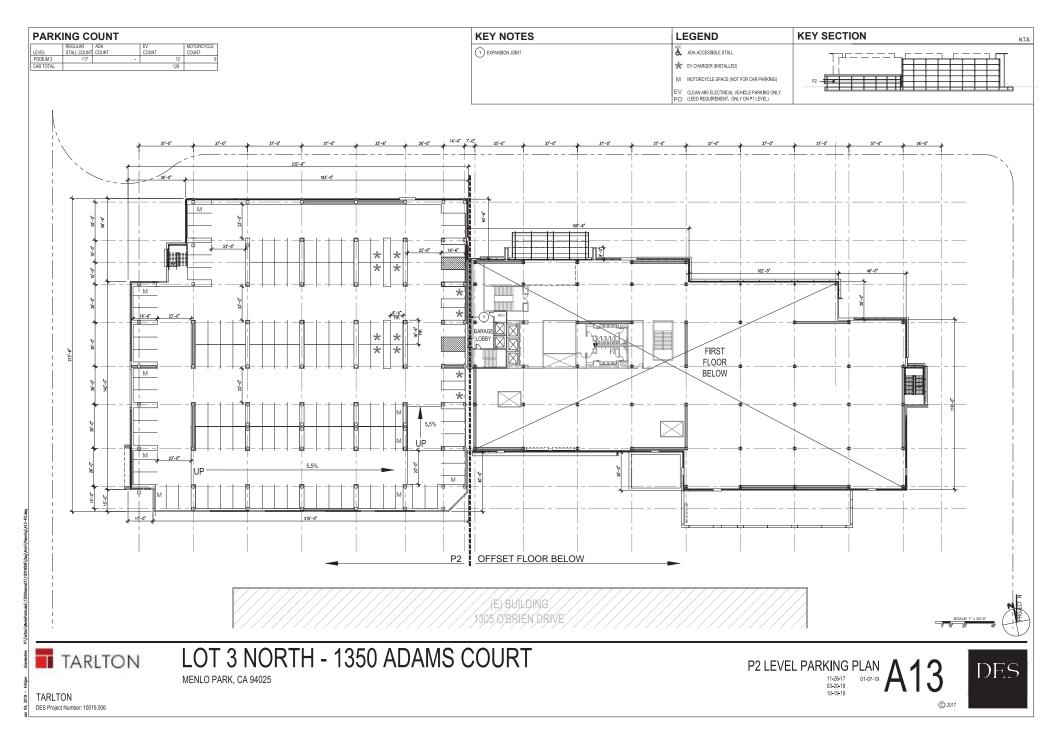


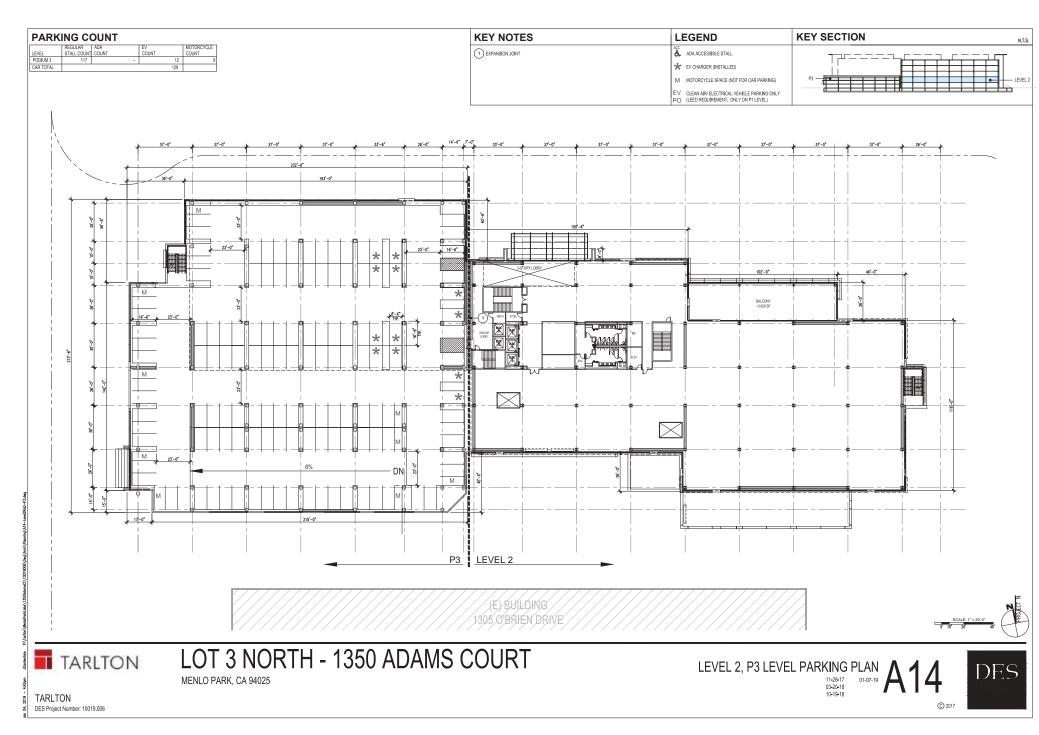


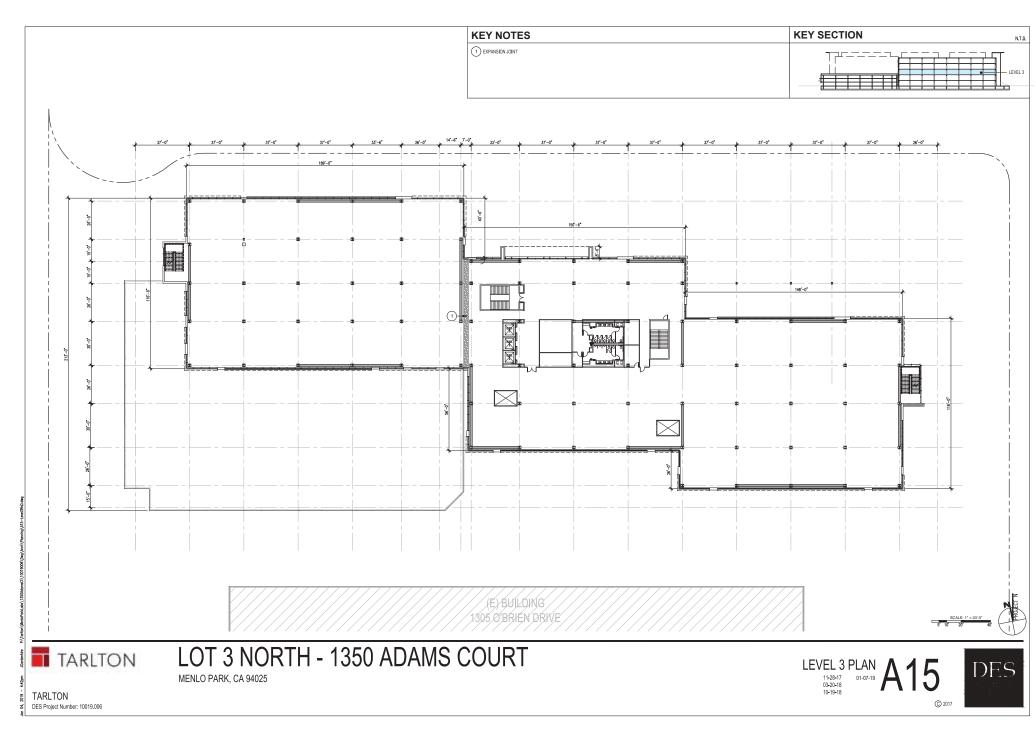


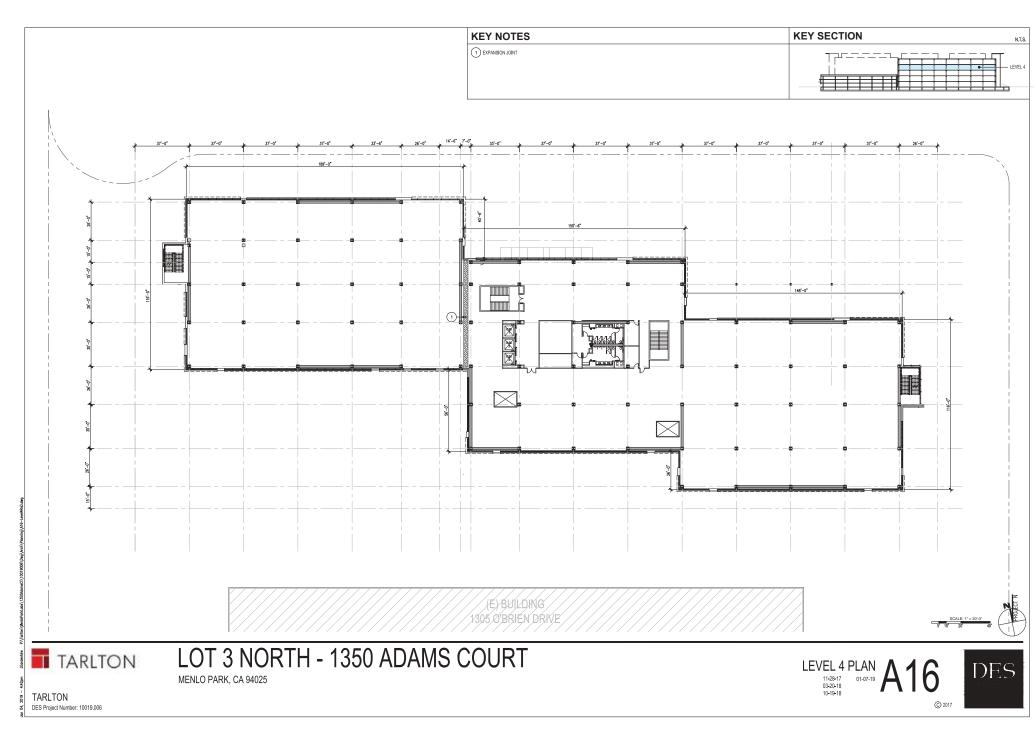


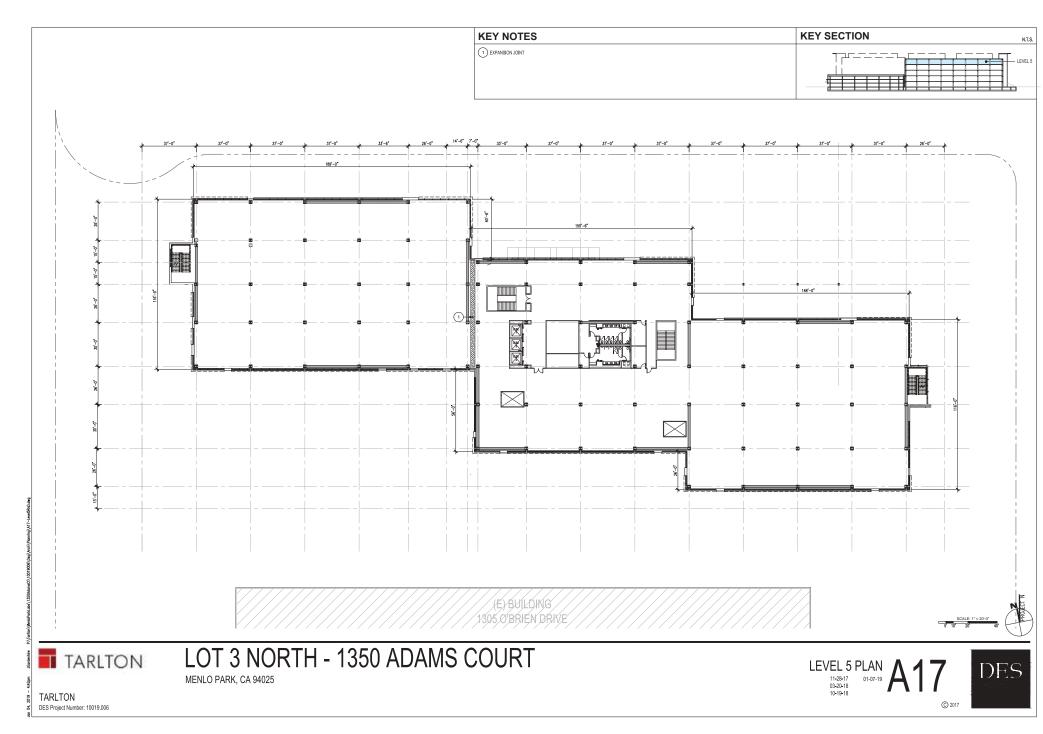


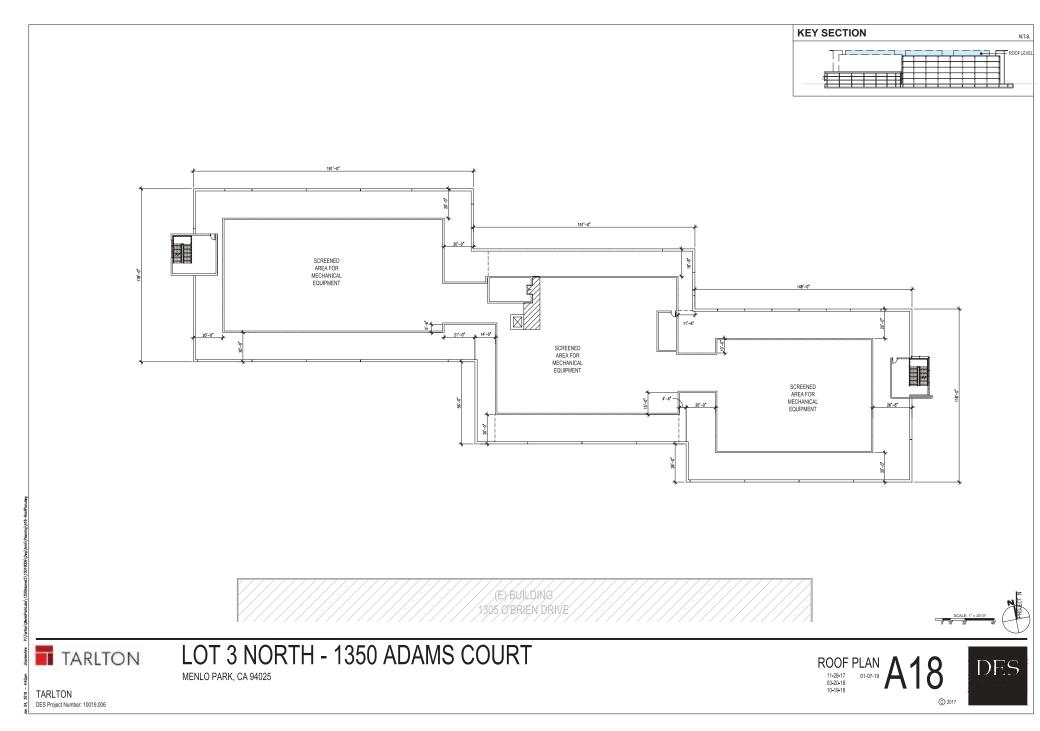


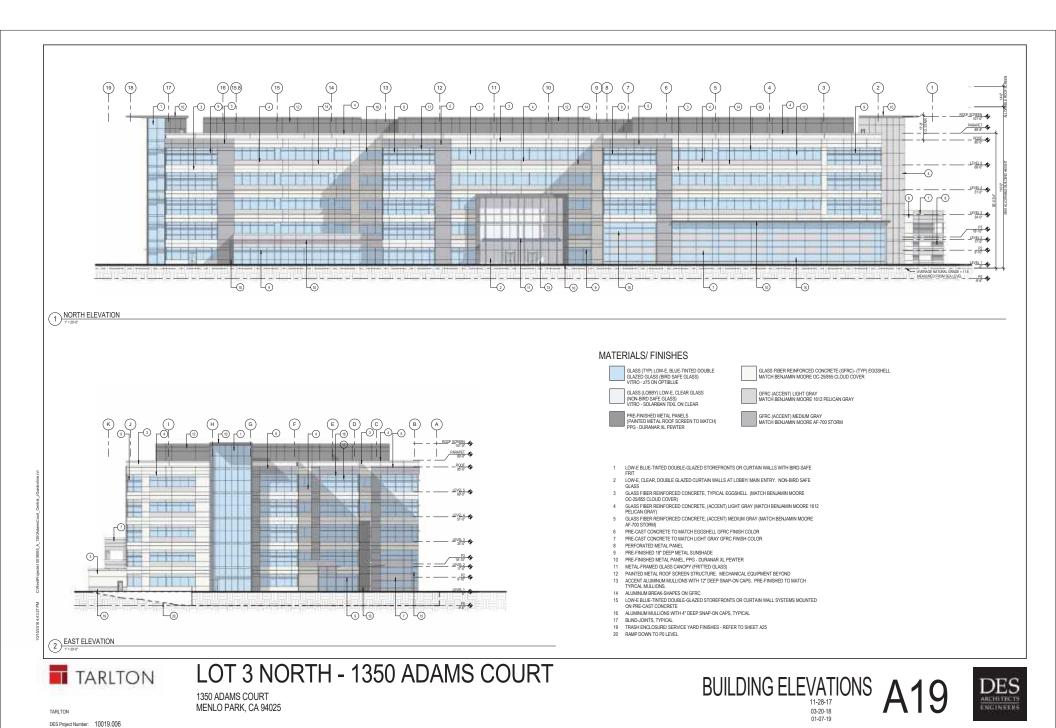


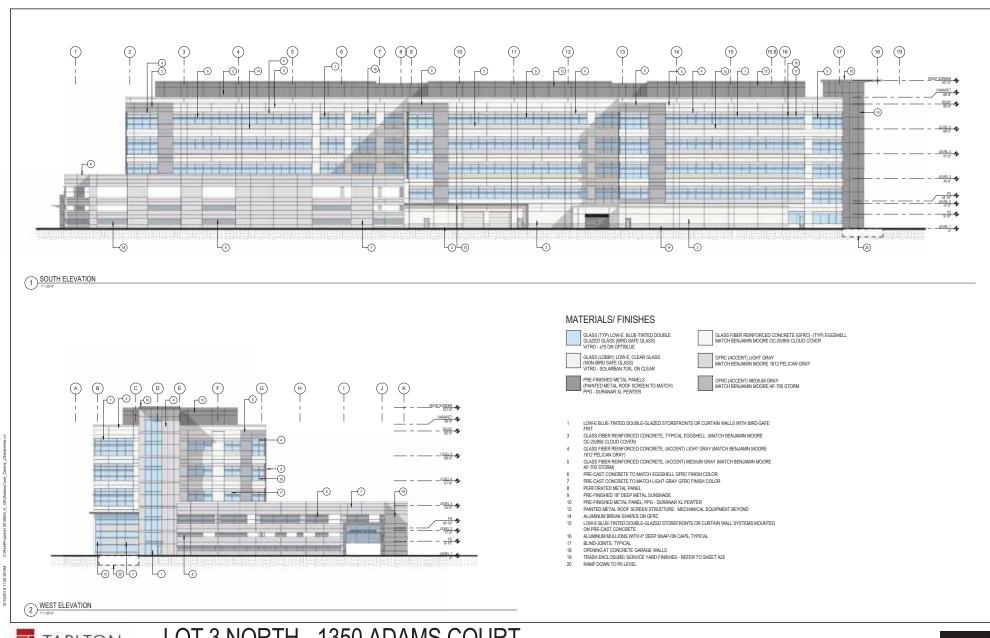












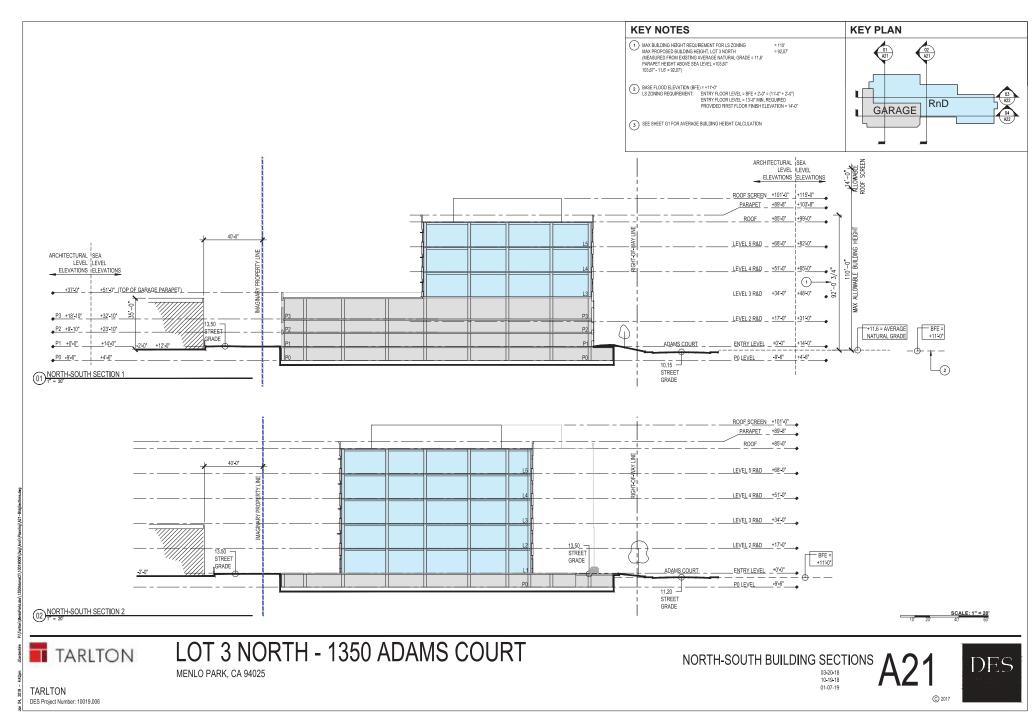


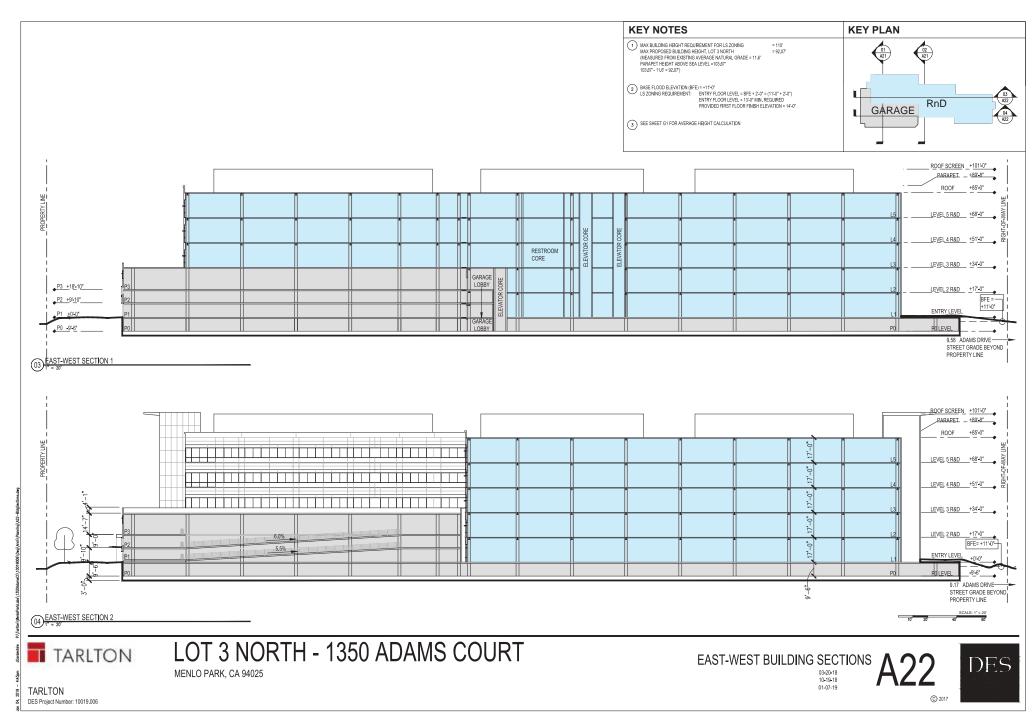
DES Project Number: 10019.006

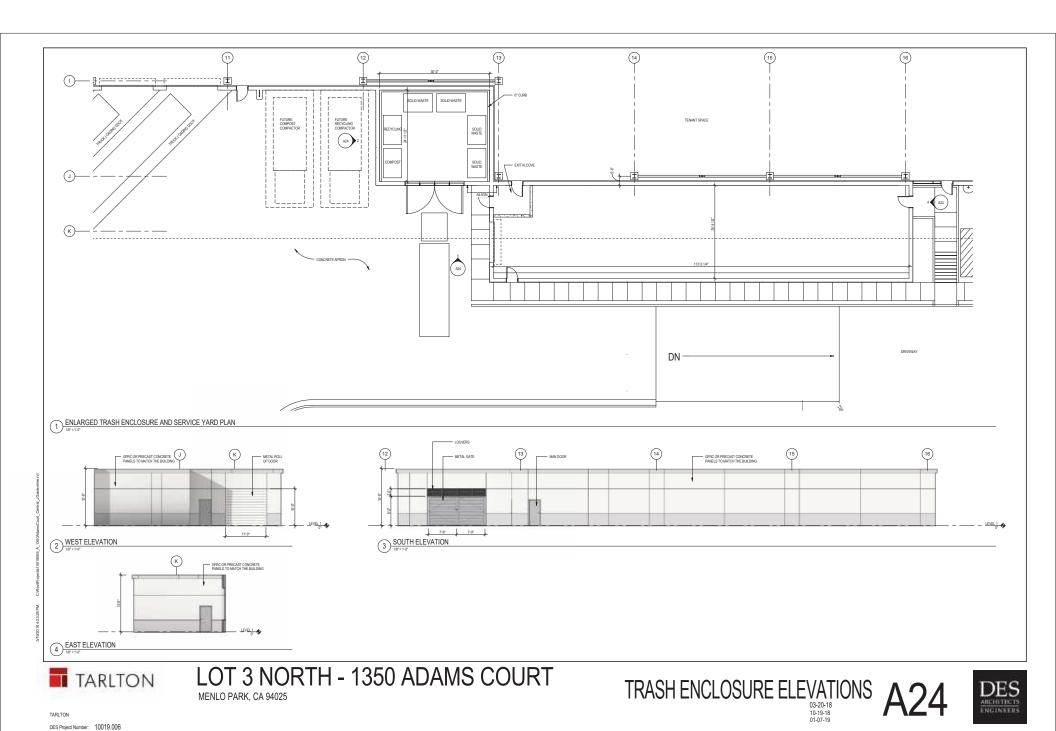
LOT 3 NORTH - 1350 ADAMS COURT

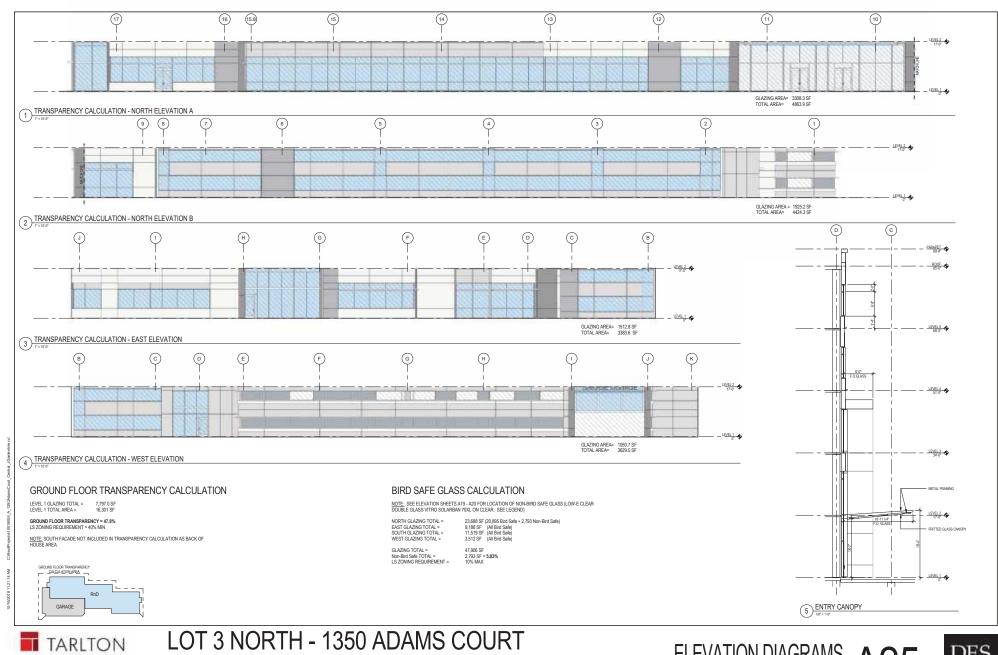
1350 ADAMS COURT MENLO PARK, CA 94025 BUILDING ELEVATIONS A20







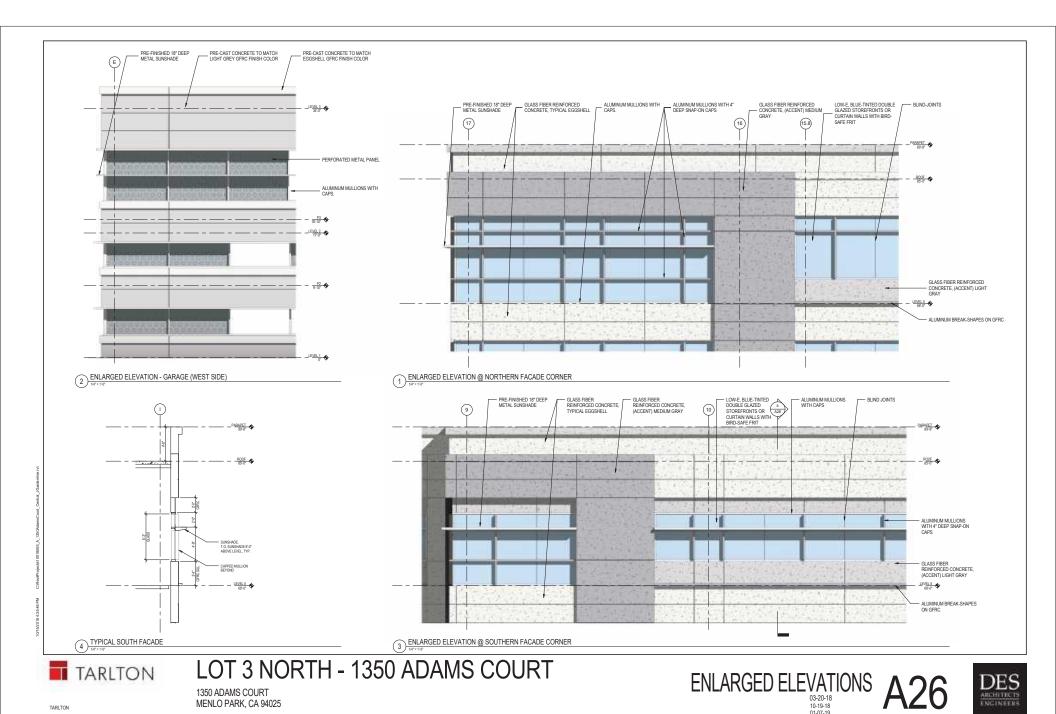




DES Project Number: 10019.006

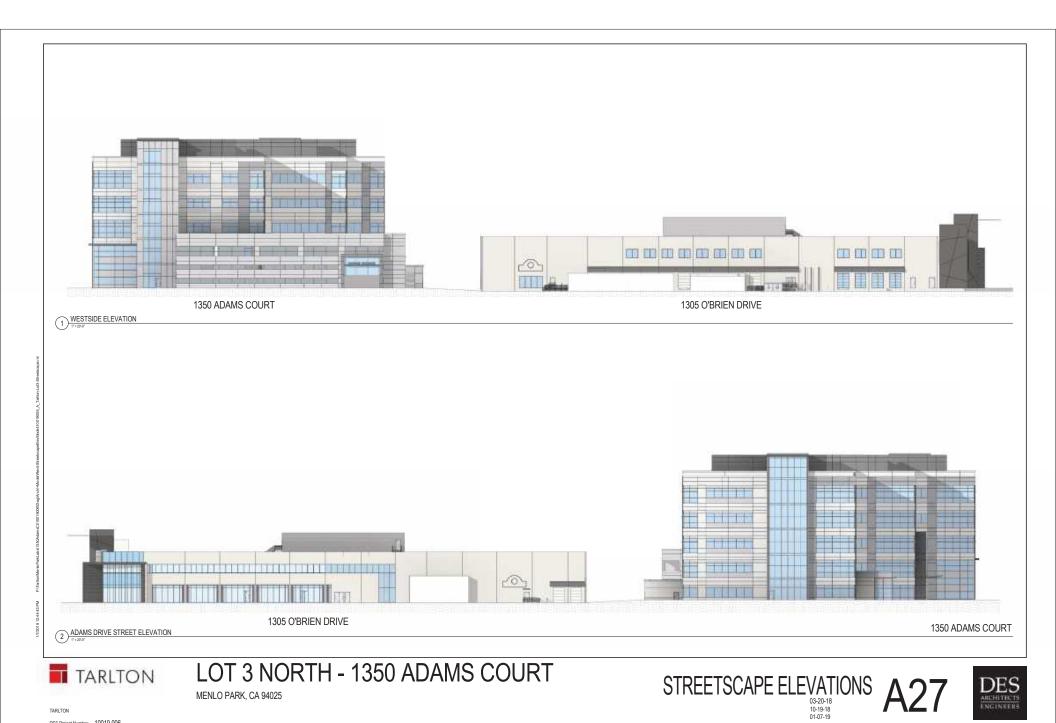
1350 ADAMS COURT MENLO PARK, CA 94025 ELEVATION DIAGRAMS A25





D33

DES Project Number: 10019.006



DES Project Number: 10019.006



LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

RENDERING - VIEW FROM ADAMS DRIVE/ ADAMS COURT INTERSECTION 11-28-17 03-20-18 10-19-18





LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

RENDERING - VIEW FROM ADAMS DRIVE/ ADAMS COURT INTERSECTION (EXISTING TREES SHOWN)

11-28-17
03-20-18
10-19-18







LOT 3 NORTH - 1350 ADAMS COURT MENLO PARK, CA 94025

RENDERING - VIEW FROM ADAMS COURT/ BUILDING ENTRY AR3





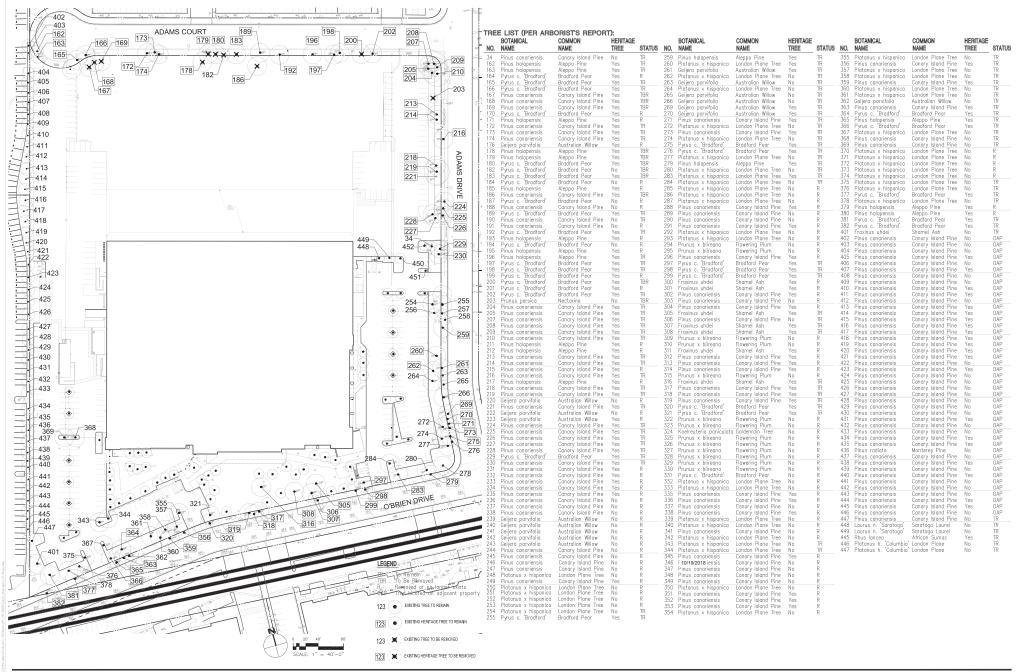
LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

RENDERING - VIEW FROM ADAMS COURT (NORTH AND WEST SIDE OF BUILDING AND GARAGE)

11-28-17
10-29-18
10-19-18





LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

EXISTING TREE PLAN - ENTIRE SITE

11/28/2017 03/20/2018 10/19/2018 01/07/2019

L01





TREE PROTECTION NOTES, PER ARBORIST'S REPORT, DATED 03 /12 / 2018

Dural Artic Agranol Sensing Story?

Book 11.009

3.0 TREE PROTECTION MEASURES

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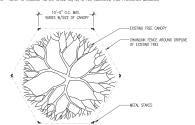
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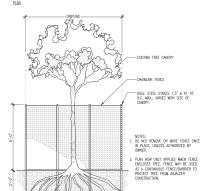
TREE PROTECTION NOTES:

- PRIOR TO BEGINNING CONSTRUCTION ON SITE, CONTRACTOR SHALL IDENTIFY, CONFIRM WITH OWNER AND PROTECT EXISTING TREES AND PLANTS DESIGNATED AS TO ROMAN.
- 2. ALL TREE PROTECTION MEASURES TO BE COORDINATED WITH CML DEMOLITION PLAN.
- PROVIDE 6 FOOT TALL TREE PROTECTION FENCE WITH DISTINCTIVE MARKING VISIBLE TO CONSTRUCTION EQUIPMENT, ENCLOSING DRIP LINES OF TREES DESIGNATED TO REMAIN.
- 4. WORK REQUIRED WITHIN FENCE LINE SHALL BE HELD TO A MINMUM AND PERFORMED BY HAND. AVXID UNNECESSARY MOMENTOF HEAVY EQUIPMENT WITH FENCED AREA AND DO NOT PARK ANY VEHICLES UNDER DRIP LINE OF TREES, DO NOT STORE EQUIPMENT OR MATERIALS WITHIN FENCE LINE.
- CONSULT WITH THE OWNER'S PROJECT ARBORIST PRIOR TO REMOVING ROOTS AND BRANCHES LARGER THAN 2" IN DIAMETER FROM TREES OR PLANTS THAT ARE TO REMAIN.
- ANY GRADE CHANCES GREATER THAN 6" WITHIN THE DRIPLINE OF EXISTING TREES SHALL NOT BE MADE WITHOUT FIRST CONSULTING THE LINDSCAPE ARCHITECT.
- 7, NO UTILITY TRENCHING WITHIN 10' OF EXISTING TREE TRUNK.
- 8. PROTECT EXISTING TREES TO REMAIN FROM SPILLED CHEMICALS, FIRE, OIL, MOTEO OIL, CACOLINE, NO. ALL OTHER CHEMICALLY INJURIEDUS MITERATE, AS WELL AS FROM PUBLISHING OR CONTRIGUESTY RINNING MATER. SHOLD AS SPILL OCCUR, STOP WORK IN THAT MEAN AND CONTINCT THE OTY'S DINNEREY / RSPECTOR INMEDITALTY, CONTRICTOR SHALL BE RESPONDEDE TO MITIGATE DAMAGE FROM SPILLOW MITERAL AS WITERAL (LEWA UP.
- PROVIDE TEMPORARY IRRIGATION TO ALL TREES AND PLANTS THAT ARE IN OR ADJACENT TO CONSTRUCTION AREAS WHERE EXISTING IRRIGATION SYSTEMS MAY BE AFFECTED BY CONSTRUCTION. ALSO PROVIDE TEMPORARY IRRIGATION
- CONTRACTOR SHALL BE RESPONSIBLE FOR ONCOME WANTENANCE OF ALL TREES DESIGNATED TO REMAIN AND FOR MAINTENANCE OF RELOCATED TREES STOCKPILED DURING CONSTRUCTION. CONTRACTOR WILL BE REQUIRED TO REPLACE TREES THAT DE DUE TO LUCK OF MAINTENANCE.
- 11. CONSULT WITH LANDSCAPE ARCHITECT SHOULD SPECIAL CIRCLINSTANCES OR QUESTIONS ARISE REGARDING THESE PROCEDURES

GENERAL NOTES:

- 1. REFER TO LOZ EXISTING TREE PROTECTION PLAN FOR TREES TO REMAIN AND BE PROTECTED
- 2. COORDINATE TREE PROTECTION WEASURES WITH CIVIL DEWOLITION ACTIVITIES
- 3. REFER TO ARBORIST REPORT DATED 03/12/18 FOR ADDITIONAL TIREE PROTECTION MEASURES





ELEVATION

01) EXISTING TREE PROTECTION FENCE

FILE NAME: FN-TREE DRAWN BY: LNDSCPE



LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

TREE PROTECTION NOTES & DETAILS

11/28/2017 03/20/2018 10/19/2018

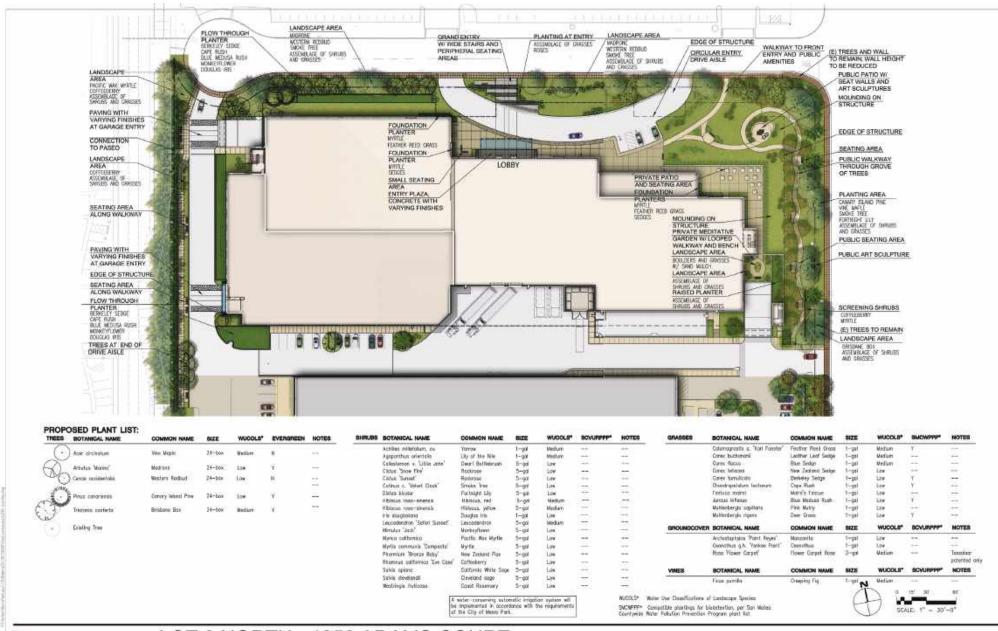
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DES Project Number: 10019 006

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LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

LANDSCAPE PLAN 11/28/2017 01/87/2019

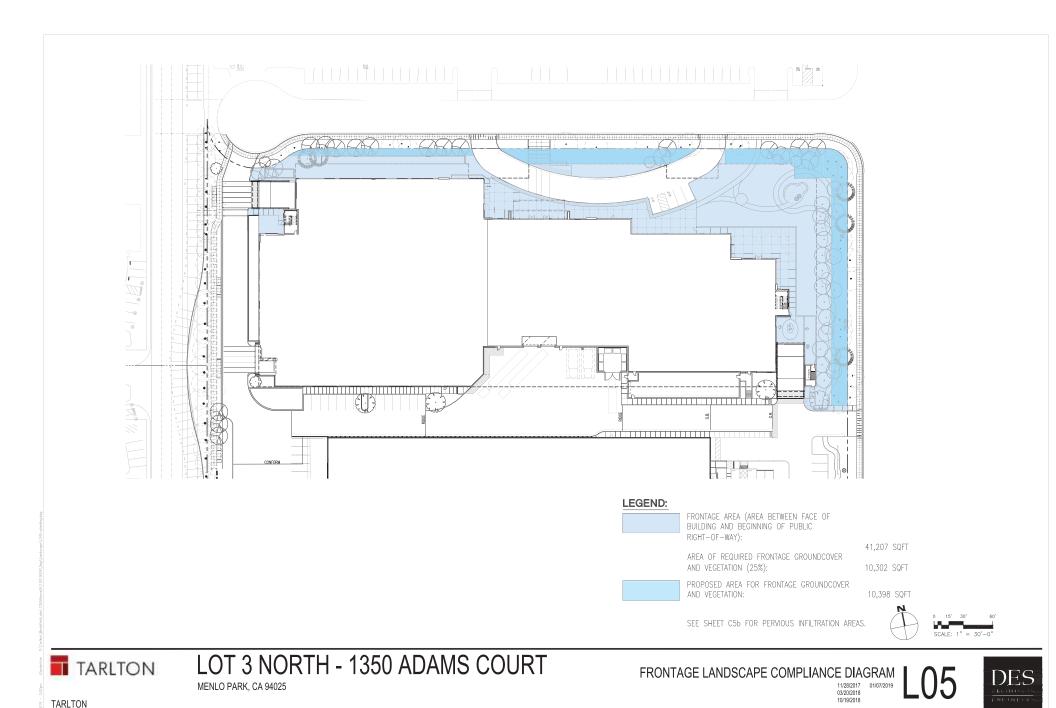
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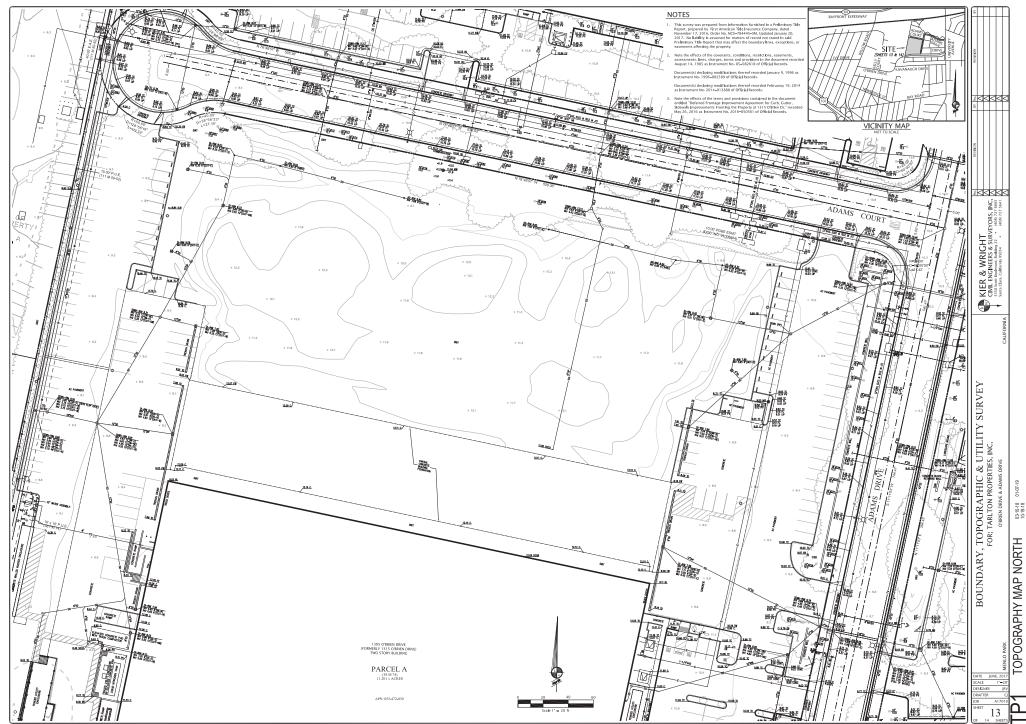
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DES Project Number: 10019.006

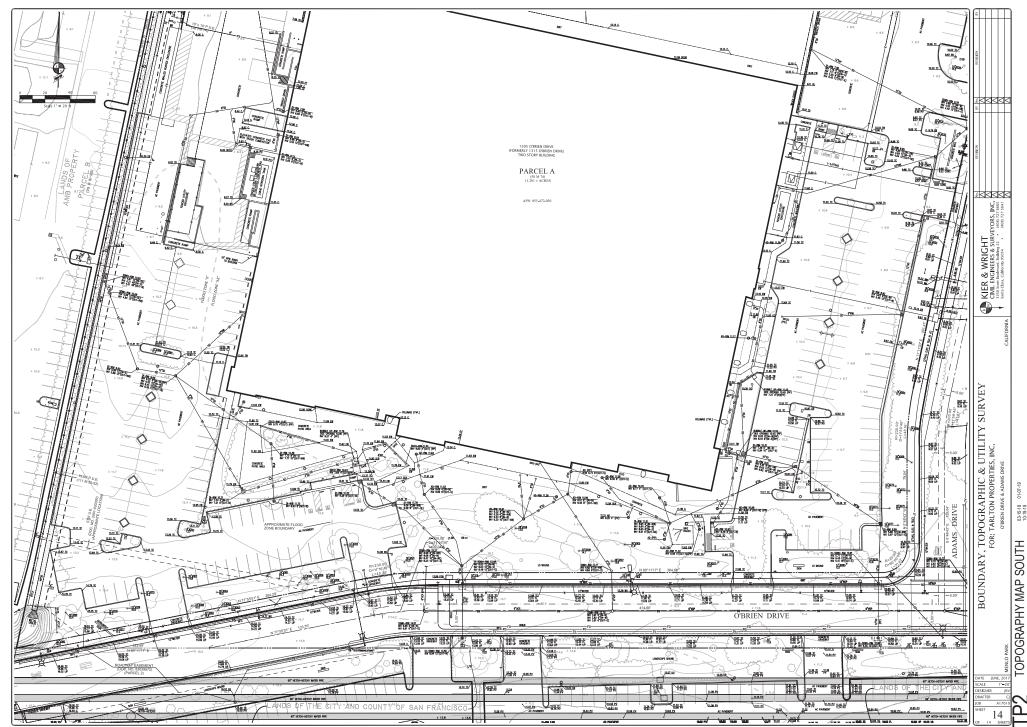


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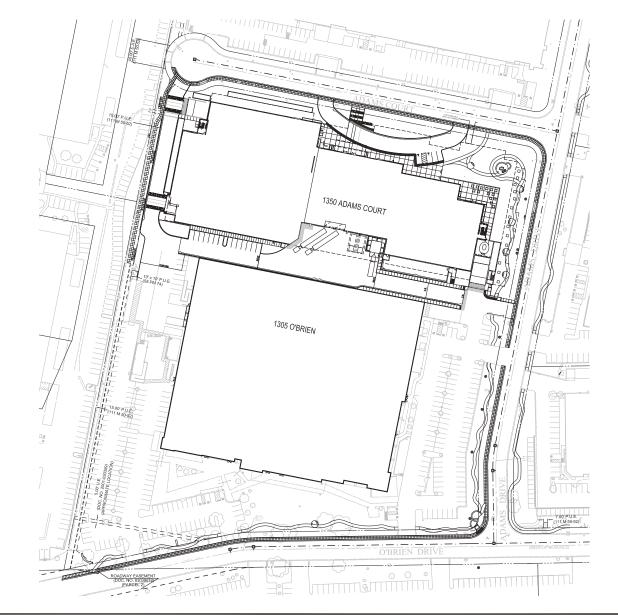
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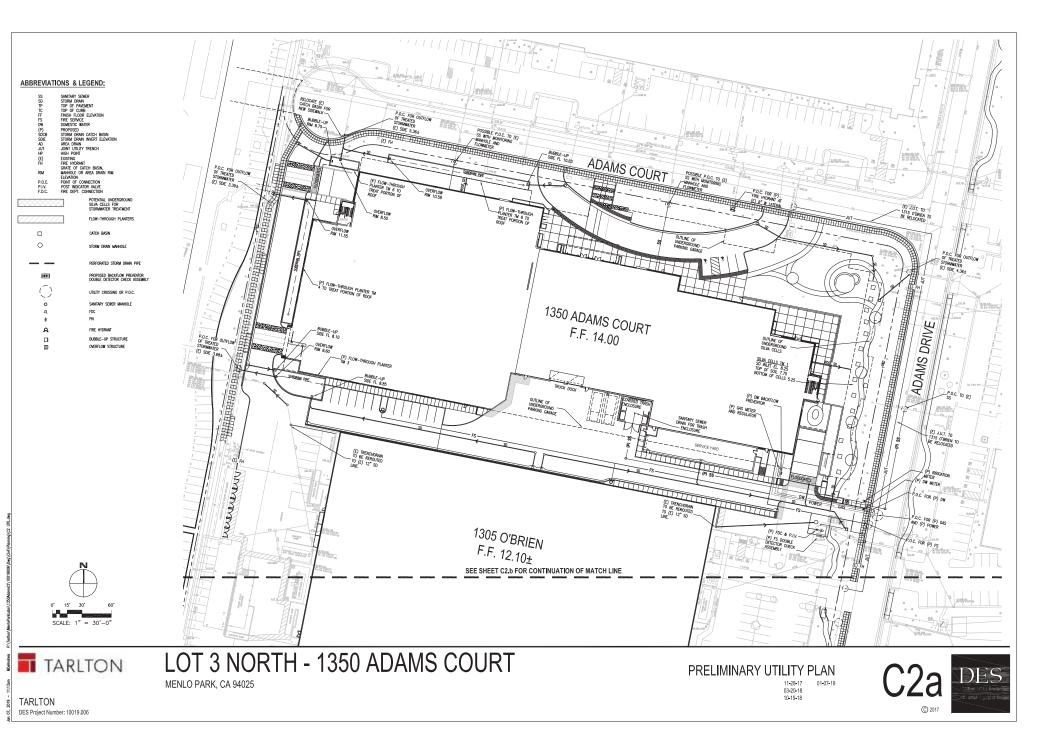
LOT 3 NORTH - 1350 ADAMS COURT

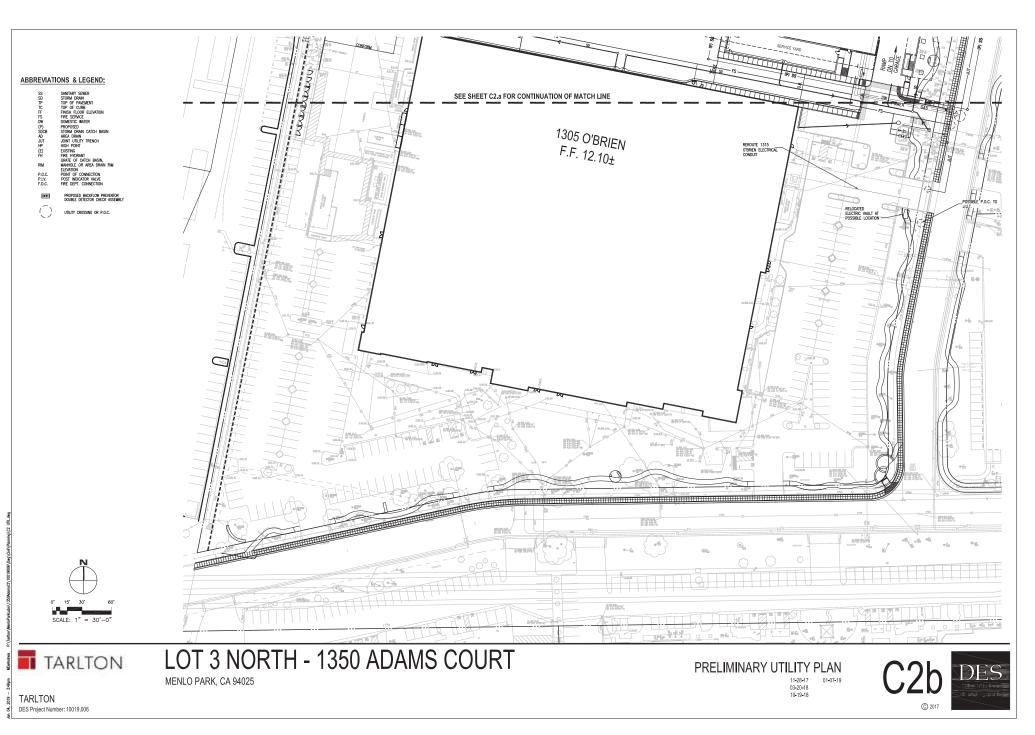
MENLO PARK, CA 94025

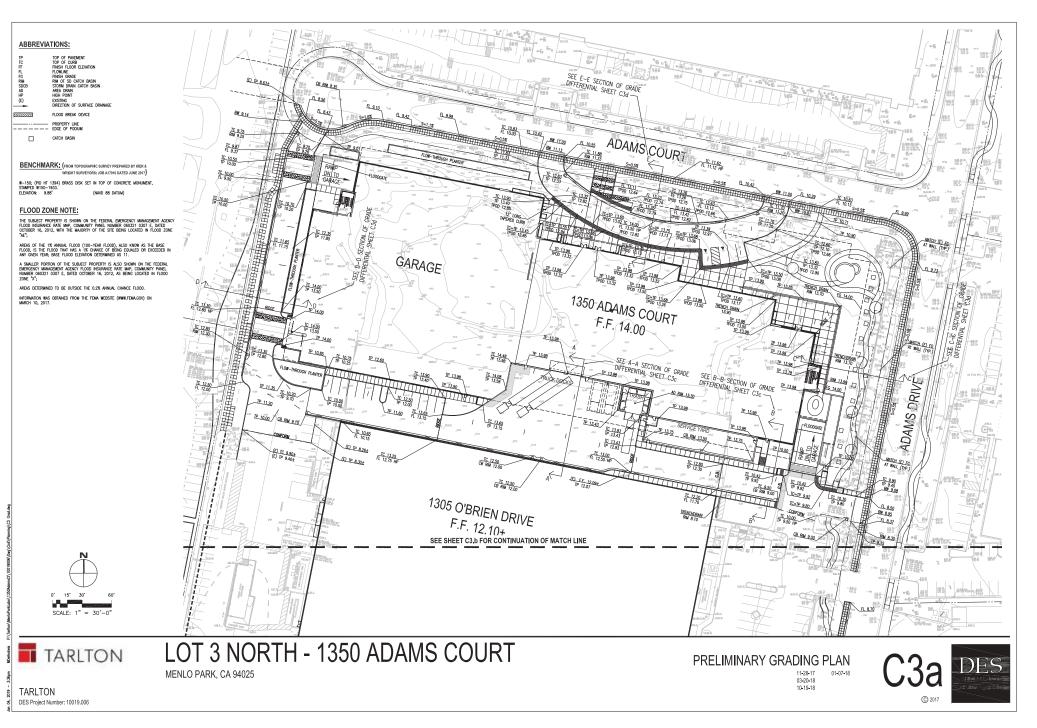
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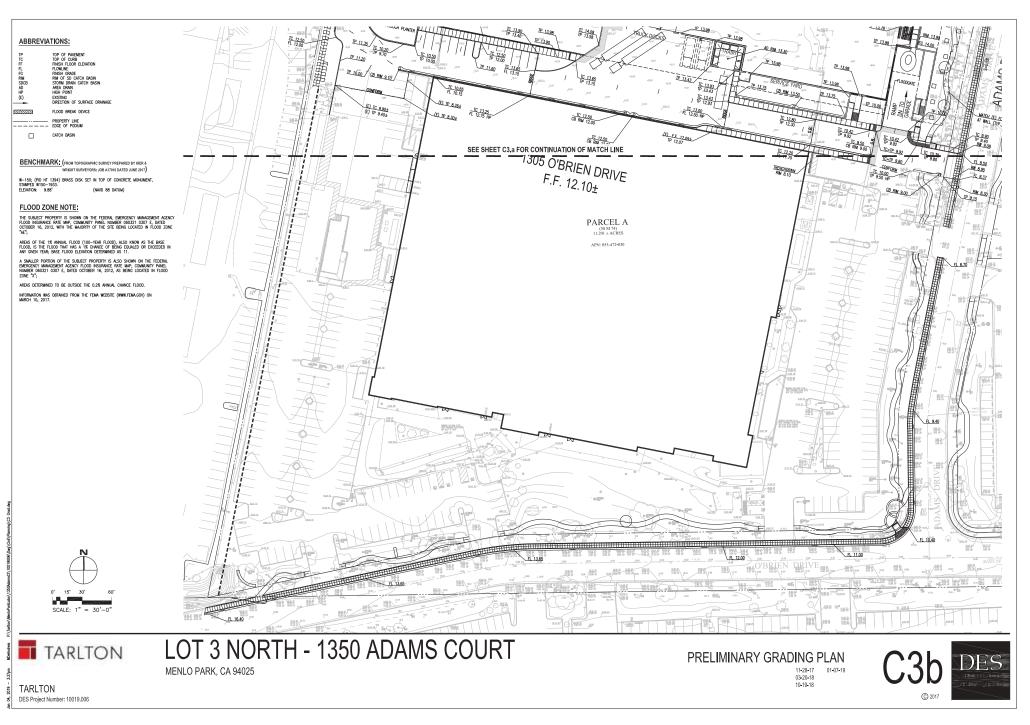
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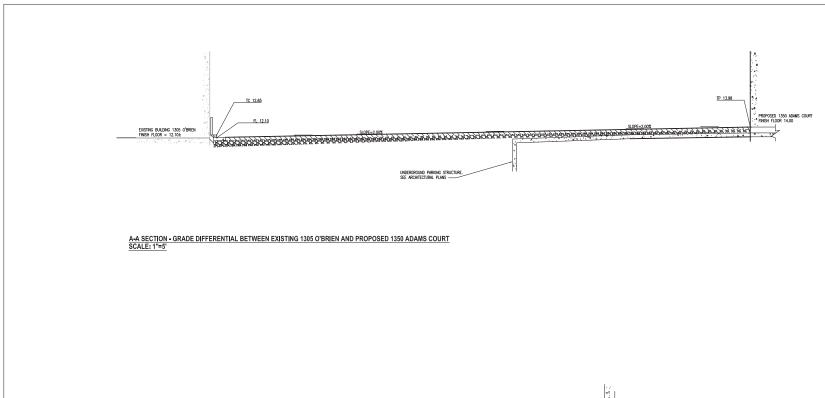


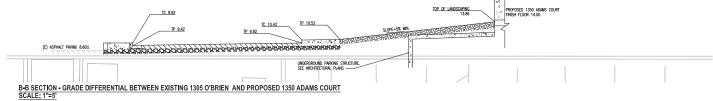
















LOT 3 NORTH - 1350 ADAMS COURT

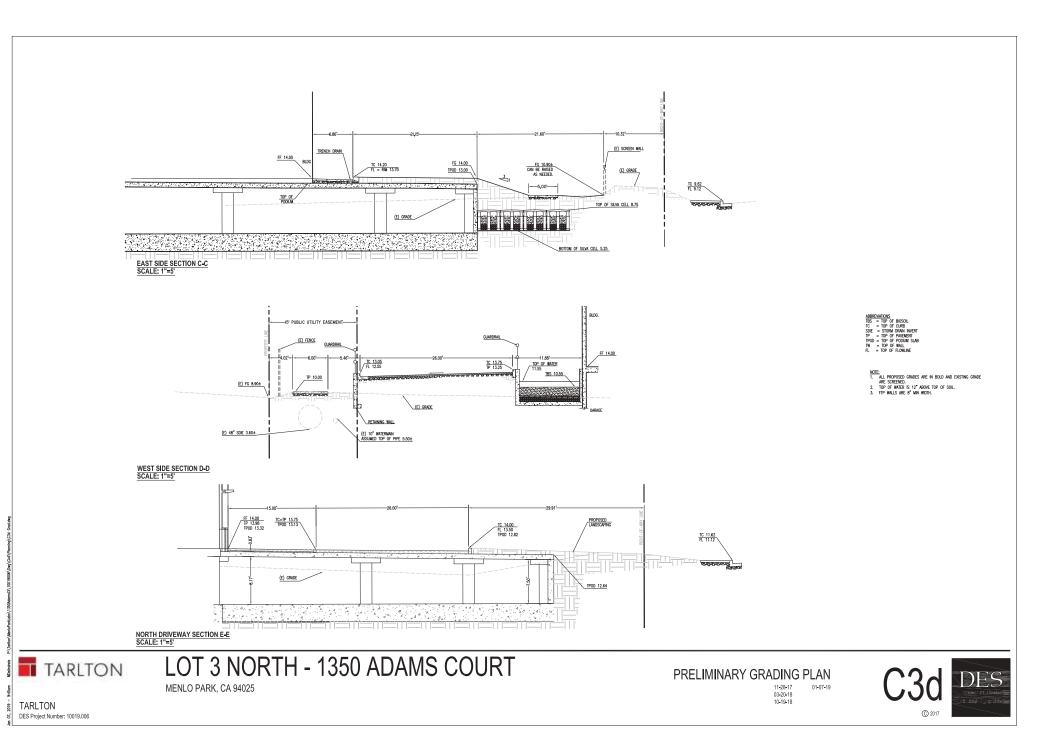
MENLO PARK, CA 94025

PRELIMINARY GRADING PLAN

11-28-17 01-07-18 03-20-18 10-19-18







STORMWATER MANAGEMENT TREATMENT MEASURE SUMMARY:

DRAINAGE AREA #	STORMWATER TREATMENT MEASURE	TREATMENT MEASURE DESIGNATION #	TOTAL AREA (SQ. FT.)	IMPERVIOUS AREA (SQ. FT.)	PERVIOUS AREA (SQ. FT)	TREATMENT AREA REQUIRED* (SQ.FT.)	TREATMENT AREA PROVIDED (SQ.FT.)	SELF-TREATING AREA PROVIDED* (SQ. FT.)
DA 1	SILWA CELLS	TM 1	95390	78239	17151	3130	3200	1280
DA 2	FLOW-THROUGH PLANTER	TM 2	34924	29214	5710	1168	1170	7291
DA 3	FLOW-THROUGH PLANTER	TM 3	22154	11942	2212	1017	1040	2086
DA 4	FLOW-THROUGH PLANTER	TM 4	28534	27227	1307	1090	1310	95
DA 5	SELF-TREATING AREA	TM 5	2484	0	2484	N/A	N/A	2484
DA 6	FLOW-THROUGH PLANTER	TM 6	6082	5434	648	218	230	0

C.3. REGULATION CHECKLIST*:
**REFER TO ATTACHED C3/C6 REGULATION CHECKLIST FOR IMPERMOUS/PERMOUS CALCULATIONS

REVIEW STEPS		INFORMATION		
IS THE TOTAL IMPERVIOUS SURFACE REPLACED OR CREATED GREATER THAN 10,00 SQ.FT. OR 5,000 SQ.FT. FOR UNCOVERED PARKING?		"IF YES": PROJECT IS C.3. REGULATED		
IS THE TOTAL EXISTING IMPERVIOUS SURFACED REPLACED GREATER THAN 50% OF THE TOTAL PRE-PROJECT IMPERVIOUS SURFACE?	NO	"IF YES": SOURCE CONTROL AND TREATMENT REQUIREMENTS APPLY TO THE WHOLE SITE.		
IS THE PROJECT SITE LOCATED IN A HYDROMODIFICATION MANAGEMENT CONTROL AREA? (LOCATED IN APPENDIX H OF C.3.)		"IF YES": SITE IS SUBJECTED TO HYDROMODIFICATION MANAGEMENT REQUIREMENTS.		
IS THIS REGARDED AS A SPECIAL PROJECT PER PROVISION C.3.E.II. OF THE MUNICIPAL REGIONAL STORMWATER PERMIT (MRP)?	NO	"IF YES" PROJECT IS A SPECIAL PROJECT. SEE ATTACHED SPECIAL PROJECT DETERMINATION WORKSHEET.		
IS IT FEASIBLE TO USE INFILTRATION OR REINWATER HARVESTING?	NO	"IF YES" SEE ATTACHED INFILTRATION FEASIBILITY WORKSHEET.		

PROJECT DATA: 1. TOTAL SITE AREA (ACRES): 4.41

- 2. TOTAL AREA OF LAND DISTURBED DURING CONSTRUCTION (ACRES): 4.41
- 3. NAME OF RECEIVING WATER OR DRAINAGE BASIN: SAN FRANCISCO BAY

- 5 FLOOD ZONE: NE
- 6. FLOOD ELEVATION: 10.9
- 7. SOILS TYPE: D
- 8. GROUNDWATER DEPTH (FT): 15± BELOW EXISTING GRADE

SOURCE CONTROL MEASURES:

- 2. ALL INTERIOR FLOOR DRAINS TO CONNECT TO SANITARY SEWER.
- RETAIN EXISTING VEGETATION AS POSSIBLE AND PROPOSED LANDSCAPING WILL INCLUDE PEST AND/OR DISEASE RESISTANT, DROUGHT-TOLERANT, AND ATTRACT BENEFICIAL INSECTS.
- 4. USE WATER EFFICIENT IRRIGATION SYSTEM.

STORMWATER TREATMENT MEASURE

ABBREVIATIONS:

LEGEND:

- SITE DESIGN MEASURES: DIRECT ROOF RUNOFF ONTO VEGETATED AREAS
- DIRECT RUNOFF FROM UNCOVERED PARKING AREAS AND/OR DRIVEWAYS ONTO VEGETATED AREAS.
- 3. PROVIDED SELF-TREATING AREAS.
- FOR EVERY 1 SQUARE FOOT OF FLOW-THROUGH PLANTERS EQUALS TO 1.1 SQUARE FOOT OF SILVA CELLS

STORMWATER TREATMENT NOTES:

- FOR EACH DRAINAGE AREA, STORMMATER RUNOFF WILL BE COLLECTED AND DIVERTED TO DEEPROOT SILVA CELL AND/OR FLOW-THROUGH PLANTER BY GRAWIT FLOW. THE WAITER IS TRAMPORATILY STORED AND PERCOLATES IN THE BIO-TREATMENT SOIL. ONCE TREATED THE STORM WAITER DRAINS TO THE PUBLIC STORM DRAIN STEEM.
- BIO-TREATMENT SOIL MIX SHALL MEET THE REQUIREMENTS OF APPENDIX L OF THE MUNICIPAL RESIONAL STORMANTER PERMIT (WRP). THE BIOTREATMENT SOIL MIX SHALL HAVE A MINIMUM PERCOLATION RATE OF 5 IN/HR AND BE A MINIMUM SOIL DEPTH OF 18 INCHES.
- 3. SEE PRELIMINARY GRADING PLAN FOR BASIN FOOTPRINT AND ELEVATIONS.



LOT 3 NORTH - 1350 ADAMS COURT

MENLO PARK, CA 94025

PRELIMINARY STORMWATER MANAGEMENT PLAN

11-28-17 03-20-18



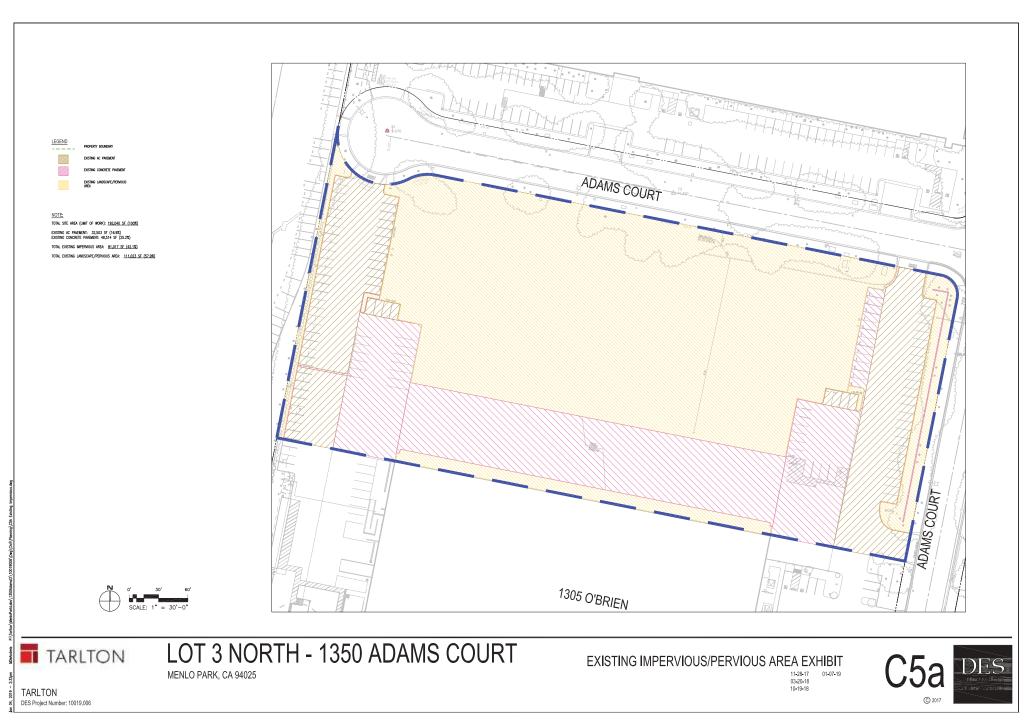
STORM TREATMENT MEASURE

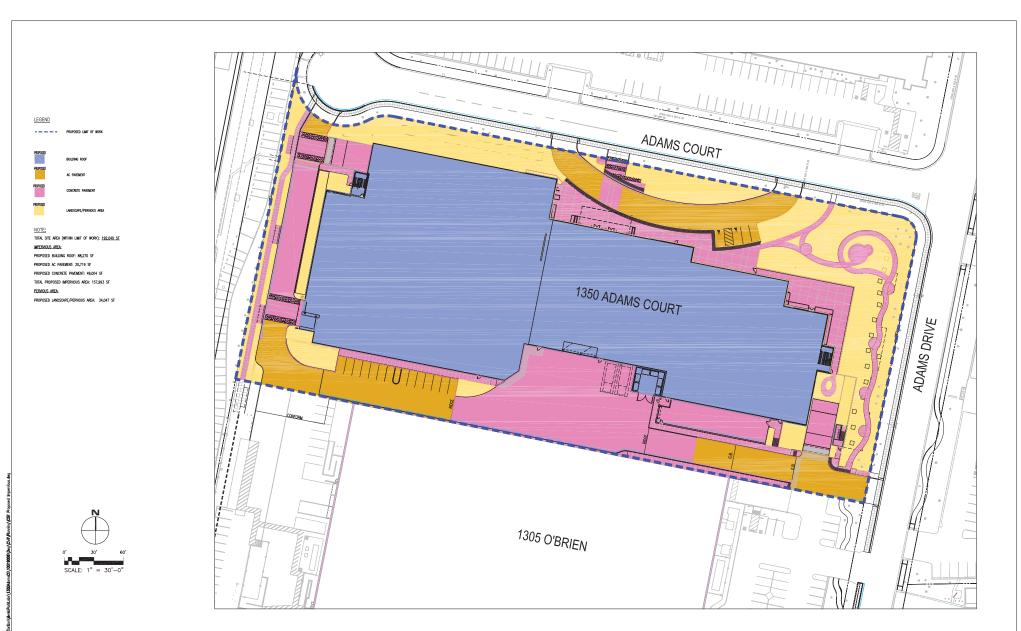
SELE-TREATING AREA

TARLTON DES Project Number: 10019.006

TARLTON

D53



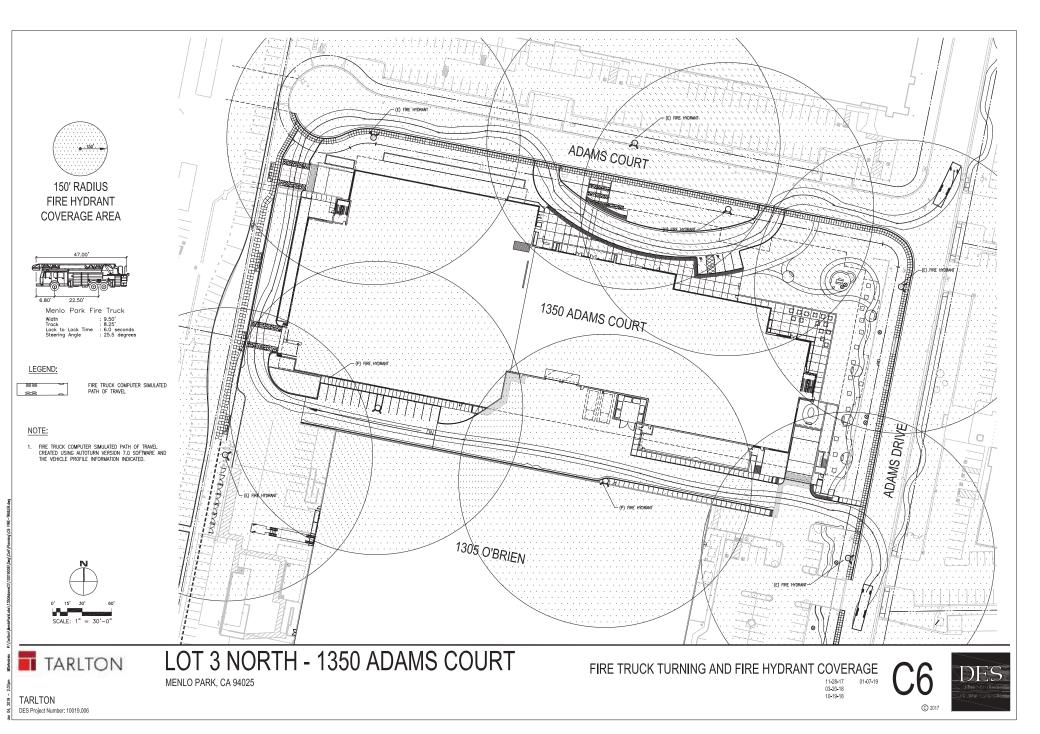


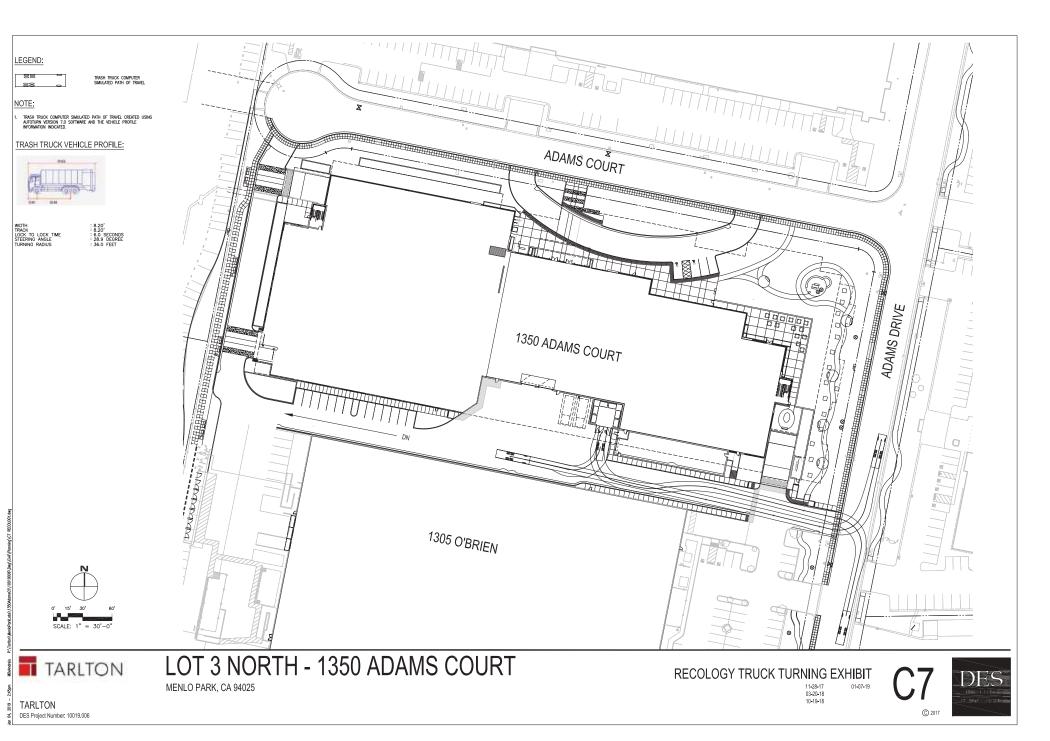
LOT 3 NORTH - 1350 ADAMS COURT PRELIMINARY PROPOSED IMPERVIOUS/PERVIOUS AREA EXHIBIT

MENLO PARK, CA 94025

11-28-17 03-20-18 10-19-18







The focused EIR will include analysis of 21 existing intersections and two future intersections, for a total of 23 intersections, as follows:

- 1. University Avenue (SR 109) and Bayfront Expressway (SR 84) [CMP] [Menlo Park]
- 2. University Avenue (SR 109) and Adams Drive (unsignalized) [East Palo Alto]
- 3. University Avenue (SR 109) and O'Brien Drive [East Palo Alto]
- 4. University Avenue (SR 109) and Bay Road [East Palo Alto]
- 5. University Avenue (SR 109) and Donohoe Street
- 6. US 101 Northbound Off-Ramp/University Plaza Driveway and Donohoe Street
- 7. University Avenue and US 101 Southbound Off-Ramp
- 8. University Avenue (SR 109) and Kavanaugh Drive [East Palo Alto]
- 9. University Avenue (SR 109) and Notre Dame Avenue [East Palo Alto]
- 10. Willow Road (SR 114) and O'Brien Drive [Menlo Park]
- 11. Willow Road (SR 114) and Newbridge Street [Menlo Park]
- 12. Willow Road (SR 114) and Bay Road [Menlo Park]
- 13. Willow Road (SR 114) and Bayfront Expressway (SR 84) [CMP] [Menlo Park]
- 14. Willow Road (SR 114) and Hamilton Avenue [Menlo Park]
- 15. Willow Road (SR 114) and Ivy Drive [Menlo Park]
- 16. Willow Road (SR 114) and Durham Street [Menlo Park]
- 17. Willow Road (SR 114) and Coleman Avenue [Menlo Park]
- 18. Willow Road (SR 114) and Gilbert Avenue [Menlo Park]
- 19. Willow Road (SR 114) and Middlefield Road [Menlo Park]
- 20. Adams Drive and Adams Court (unsignalized) [Menlo Park]
- 21. Adams Drive and O'Brien Drive (unsignalized) [Menlo Park]
- 22. US 101 Northbound Ramps and Willow Road (future intersection)
- 23. US 101 Southbound Ramps and Willow Road (future intersection)

Smith, Tom A

From: Mendoza, Jonathan S < JSMendoza@sfwater.org>

Sent: Thursday, January 3, 2019 4:49 PM **To:** Perata, Kyle T; Smith, Tom A

Cc: Ramirez, Tim; Natesan, Ellen; Wilson, Joanne; Read, Emily; Herman, Jane; Russell,

Rosanna S; Brasil, Dina; Wong, Christopher J; Nelson, Chris; Feng, Stacie; Leung, Tracy

Subject: 1350 Adams Court Project EIR Scoping + Facebook Proposed Public Street and

Bike/Paseo

Attachments: CEQA-Initial_Study-1350_Adams_Court_Menlo_Park-FIGURE2-2_FB_Bike_Lane.pdf;

CEQA-Initial_Study-1350_Adams_Court_Menlo_Park-FIGURE2-5 Proposed Open Space.pdf; SFPUC Basemap-1305 OBrien Dr-1350

_Adams_Ct_Menlo_Park.pdf; RE: Application for Driveway crossing SFPUC ROW, Menlo

Park

Dear Mr. Perata and Mr. Smith:

Thank you for sending the recent Notice of Preparation (NOP) and Initial Study (IS) stating that the City of Menlo Park will be the lead agency that will prepare an Environmental Impact Report (EIR) for the 1350 Adams Court Project (Project). The SFPUC provides the following comments on the scope and content of the Project EIR. In addition, the SFPUC requests that the City of Menlo Park clarify in its IS/EIR that the Facebook "Bike Lane/Paseo" is <u>proposed but not yet approved</u>.

The SFPUC owns in fee an 80-foot wide strip of land approximately tangent to the project site at **1350 Adams Court** and **1305 O'Brien Drive**, Menlo Park as part of the Hetch Hetchy Regional Water System right-of-way (ROW). This ROW contains three large water transmission pipelines known as Bay Division Pipelines Nos. 1, 2, and 5 (BDPLs Nos. 1, 2, and 5) which provide drinking water to 2.7 million customers in the San Francisco Bay Area. For your reference, I am including a map of the vicinity showing the *approximate* SFPUC property boundaries. As you'll see in the attached map, O'Brien Drive crosses the SFPUC ROW at the south/southwest corner of **1350 Adams Court** and **1305 O'Brien Drive**, Menlo Park. In the Project EIR, please include details about the SFPUC's land tenure in the **Project Location** and **Existing Condition** sections.

In the **Reviews/Approvals by Responsible Agencies**, please add "San Francisco Public Utilities Commission" *if construction/work, such as utility connections or street/sidewalk modifications, are proposed within the SFPUC ROW at the south/southwest corner of the Project site*. If construction/work is proposed on the SFPUC ROW, then the project sponsor is required to participate in the SFPUC's **Project Review Process** (further information below) prior to receiving written authorization from the SFPUC to implement any improvements within the SFPUC ROW.

The IS also references a "public connection," "bike lane," and "paseo" in the **Project Overview** and **Site Access, Circulation, and Parking - Bicycle and Pedestrian Circulation** sections. This proposed "Bike Lane/Paseo" appears to be a part of the "Facebook Willow Village Master Plan" (Facebook Plan). Per the Menlo Park - Facebook Plan webpage (https://www.menlopark.org/1251/Facebook-Willow-Campus-Master-Plan), it states that as of November 2018 the City of Menlo Park has not taken any formal project actions for the Facebook project. However, **Figure 2-2 Proposed Site Plan** (attached) and **Figure 2-5 Proposed Open Space** (attached) of the Project IS shows the terminus of the future "Bike Lane/Paseo" and "Proposed Public Street" at O'Brien Drive approximately where the SFPUC ROW is located.

The SFPUC has not formally reviewed nor approved the proposed public street or "Bike Lane/Paseo" on its property. Any proposed street or bike path on the SFPUC ROW must participate in the SFPUC's **Project Review Process** (further information below) prior to receiving written authorization from the SFPUC to implement any improvements within the SFPUC ROW. Recently, **Sherwood Design Engineers**, on behalf of **Facebook**, submitted a Project Review application and

were scheduled for a Project Review meeting on July 11, 2018. However, Sherwood Design Engineers canceled their meeting appointment and have not rescheduled their project (see attached). In addition, if the City of Menlo Park has not approved the Facebook Plan and its improvements, then please state in the 1350 Adams Court Project EIR that the Facebook plan is "proposed-not approved yet". As written, the IS document could be misinterpreted that the Facebook Plan has been approved and the proposed street and "Bike Lane/Paseo" will be built up to/terminate on the SFPUC ROW.

SFPUC Project Review Process

All proposed projects and activities on SFPUC lands must be reviewed by the SFPUC's Project Review Committee (committee) to determine whether a proposal is compatible with SFPUC adopted plans and policies *prior* to obtaining written authorization from the SFPUC. During Project Review, the committee may require modifications to the proposal and/or require implementation of avoidance and minimization measures to reduce negative impacts and to ensure that the proposal conforms to applicable plans and policies. Therefore, it is important to schedule projects for review at the earliest opportunity to address any potential project issues.

To initiate the Project Review process, project sponsors must visit the SFPUC's Project Review Committee webpage at http://sfwater.org/ProjectReview to download a copy of the current Project Review application. (Note: The Project Review PDF application is only accessible using Internet Explorer). Once the application is completed, the project sponsor must email their application and supporting attachments (project description, maps, drawings and/or plans) to projectreview@sfwater.org. Completed applications with required attachments are scheduled in the order they are received for the next available Project Review Committee meeting date.

Future Project Public Notices

Please send me electionic updates for both the **1350 Adams Court Project** and the **Facebook Willow Village Master Plan**. Please mail paper notices to the following address:

San Francisco Public Utilities Commission Real Estate Services 525 Golden Gate Avenue, 10th Floor San Francisco, CA 94102

Please let me know if you have any questions.

Best,

Jonathan S. Mendoza

Associate Land and Resources Planner Natural Resources and Lands Management Division San Francisco Public Utilities Commission 1657 Rollins Road, Burlingame, CA 94010

O: 650.652.3215 C: 415.770.1997 F: 650.652.3219

E: jsmendoza@sfwater.org

W: http://www.sfwater.org/ProjectReview

NOTE: I am out of the office on Mondays



NAD_1983_StatePlane_California_III_FIPS_0403_Feet

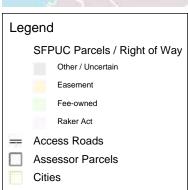
01/03/2019

Da greated

SFPUC Right-of-Way (ROW) near 1305 O'Brien Dr. and 1350 Adams Ct. (Lot 3 North), Menlo Park







Notes

complete. The City is not responsible for any damages arising from the use of information on this site. Users should verify the information before making project commitments.

Smith, Tom A

From: Russell, Rosanna S < RSRussell@sfwater.org>

Sent: Friday, January 4, 2019 2:08 PM

To: Mendoza, Jonathan S; Perata, Kyle T; Smith, Tom A

Cc: Ramirez, Tim; Natesan, Ellen; Wilson, Joanne; Read, Emily; Herman, Jane; Brasil, Dina;

Wong, Christopher J; Nelson, Chris; Feng, Stacie; Leung, Tracy

Subject: RE: 1350 Adams Court Project EIR Scoping + Facebook Proposed Public Street and

Bike/Paseo

Dear Mr. Peralta and Mr. Smith:

Please note this additional information:

- The primary use of SFPUC lands is for SFPUC utilities, including access to utilities, not for the use of
 private parties or other public agencies. The SFPUC has many policies regulating the third-party use of
 its lands and has a lengthy project review process.
- As my colleague pointed out, the SFPUC has not approved this proposed use on its land. Assuming
 that the proposed use comports with SFPUC policies (which the SFPUC is not conceding at this point),
 the use of SFPUC land would be subject to payment of fair market rent under a real estate agreement.
- Please caution the project proponent to refrain from mentioning or promoting the use of SFPUC land for its project in public meetings until such time the SFPUC has approved this proposed use (again, we are not conceding any approval at this point.)

Rosanna Russell

From: Mendoza, Jonathan S

Sent: Thursday, January 03, 2019 4:49 PM

To: 'ktperata@menlopark.org' <ktperata@menlopark.org>; 'tasmith@menlopark.org' <tasmith@menlopark.org>
Cc: Ramirez, Tim <TRamirez@sfwater.org>; Natesan, Ellen <ENatesan@sfwater.org>; Wilson, Joanne
<jwilson@sfwater.org>; Read, Emily <ERead@sfwater.org>; Herman, Jane <jherman@sfwater.org>; Russell, Rosanna S
<RSRussell@sfwater.org>; Brasil, Dina <DBrasil@sfwater.org>; Wong, Christopher J <CJWong@sfwater.org>; Nelson,
Chris <cnelson@sfwater.org>; Feng, Stacie <SFeng@sfwater.org>; Leung, Tracy <TLeung@sfwater.org>
Subject: 1350 Adams Court Project EIR Scoping + Facebook Proposed Public Street and Bike/Paseo

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San Francisco Public Utilities Commission Real Estate Services 525 Golden Gate Avenue, 10th Floor San Francisco, CA 94102 Please let me know if you have any questions.

Best,

Jonathan S. Mendoza

Associate Land and Resources Planner Natural Resources and Lands Management Division San Francisco Public Utilities Commission 1657 Rollins Road, Burlingame, CA 94010

O: 650.652.3215 C: 415.770.1997 F: 650.652.3219

E: jsmendoza@sfwater.org

W: http://www.sfwater.org/ProjectReview

NOTE: I am out of the office on Mondays

DEPARTMENT OF TRANSPORTATION

DISTRICT 4
OFFICE OF TRANSIT AND COMMUNITY PLANNING
P.O. BOX 23660, MS-10D
OAKLAND, CA 94623-0660
PHONE (510) 286-5528
FAX (510) 286-5559
TTY 711
www.dot.ca.gov



Making Conservation a California Way of Life

January 8, 2019

Tom Smith Community Development Department City of Menlo Park 701 Laurel Street Menlo Park, CA 94025 SCH # 2018122017 GTS # 04-SM-2018-00230 GTS I.D. 13753 SM - 109 - 1.29

1350 Adams Court Project - Notice of Preparation

Dear Tom Smith:

Thank you for including the California Department of Transportation (Caltrans) in the environmental review process for the above referenced project. In tandem with the Metropolitan Transportation Commission's (MTC) Sustainable Communities Strategy (SCS), Caltrans' mission signals a modernization of our approach to evaluate and mitigate impacts to the State Transportation Network (STN). Caltrans' Strategic Management Plan 2015-2020 aims to reduce Vehicle Miles Traveled (VMT) by tripling bicycle and doubling both pedestrian and transit travel by 2020. Our comments are based on the Notice of Preparation (NOP).

Project Understanding

Tarlton Properties (project sponsor) is proposing to construct an approximately 260,400-gross-square-foot (gsf) building for life science research and development (R&D) uses as the 1350 Adams Court Project (project). The Project site (also referred to as Lot 3) is located within the existing Menlo Park Labs Campus. Parking for the proposed R&D building would be provided in a podium above a lower parking level, and in-above-grade garages that would be integrated into the building. The Proposed building would have five levels, with a maximum height of approximately 92 feet. The Project site has 373 parking spaces, including seven Americans with Disabilities Act– (ADA-) compliant spaces and 29 electric vehicle (EV) spaces. The project is located 0.25 miles from the Adams Drive / SR 109 (University Avenue) intersection.

Traffic Operations

Please provide trip generation, trip distribution, and trip assignment estimates for this project. To avoid traffic conflicts such as inadequate weaving distances and queues spilling back onto the STN, the Traffic Impact Analysis mentioned in the Initial Study should evaluate the adequacy of roadway segment

Tom Smith, City of Menlo Park January 8, 2019 Page 2

operations in the project vicinity. Project-generated trips should be added to existing and future scenario traffic volumes to avoid traffic conflicts due to queue formation for the surrounding STN intersections.

Vehicle Trip Reduction

From Caltrans' *Smart Mobility 2010: A Call to Action for the New Decade*, the project site is identified as **Place Type 4: Suburban Communities** (Dedicated Use Areas) where location efficiency factors, such as community design, are weak and regional accessibility varies. Given the project's parking supply and intensification of use, it should include a robust Transportation Demand Management (TDM) Program that leverages nearby transit to reduce VMT and greenhouse gas emissions. Such measures will be critical in order to facilitate efficient transportation access to and from the site and reduce transportation impacts associated with the project. The measures listed below will promote smart mobility and reduce regional VMT.

- Subsidize transit passes for employees on an ongoing basis;
- Charging stations and designated parking spaces for electric vehicles;
- Project design to encourage walking, bicycling and convenient transit access;
- Secured bicycle storage facilities located conveniently near entrances to minimize determent of bicycle use due to weather conditions;
- Bicycle parking;
- Fix-it bicycle repair station(s);
- Lower parking ratios;
- Transportation and commute information kiosk;
- Outdoor areas with patios, furniture, pedestrian pathways, picnic and recreational areas;
- Showers, changing rooms and clothing lockers for bike commuters:
- Bicycle route mapping resources and bicycle parking incentives;
- Employee transportation coordinator;
- Emergency Ride Home program;
- Participation/Formation in/of a Transportation Management Association (TMA) in partnership with other developments in the area; and
- Aggressive trip reduction targets with annual Lead Agency monitoring and enforcement.

Transportation Demand Management programs should be documented with annual monitoring reports by an onsite TDM coordinator to demonstrate effectiveness. If the project does not achieve the VMT reduction goals, the reports should also include next steps to take in order to achieve those targets. Also, reducing parking supply can encourage active forms of transportation, reduce regional VMT, and lessen future transportation impacts on State facilities. These smart growth approaches are consistent with the MTC's Regional Transportation Plan/SCS goals and would meet Caltrans Strategic Management Plan sustainability goals.

For additional TDM options, please refer to the Federal Highway Administration's *Integrating Demand Management into the Transportation Planning Process: A Desk Reference* (Chapter 8). The reference is available online at:

http://www.ops.fhwa.dot.gov/publications/fhwahop12035/fhwahop12035.pdf.

Tom Smith, City of Menlo Park January 8, 2019 Page 3

Transportation Impact Fees

The Lead Agency should identify project-generated travel demand and estimate the costs of transit and active transportation improvements necessitated by the proposed project; viable funding sources such as development and/or transportation impact fees should also be identified and incorporated in the Conditions of Approval. We encourage a sufficient allocation of fair share contributions toward multimodal and regional transit improvements to fully mitigate cumulative impacts to regional transportation. For example, bicycle and pedestrian improvements on SR 109 from SR 84 to Notre Dame Avenue, see Caltrans District Bike Plan's Appendix A. We also strongly support measures to increase sustainable mode shares, thereby reducing VMT.

http://www.dot.ca.gov/d4/bikeplan/docs/D4BikePlan ProjectList.pdf

Lead Agency

As the Lead Agency, the City of Menlo Park is responsible for all project mitigation, including any needed improvements to the STN. The project's fair share contribution, financing, scheduling, implementation responsibilities and lead agency monitoring should be fully discussed for all proposed mitigation measures.

Thank you again for including Caltrans in the environmental review process. Should you have any questions regarding this letter, please contact Jannette Ramirez at (510) 286-5535 or jannette.ramirez@dot.ca.gov.

Sincerely,

PATRICIA MAURICE

District Branch Chief

Local Development - Intergovernmental Review

c: State Clearinghouse